



Connecticut SAT® School Day Training for Test Supervisors and SSD Coordinators



Agenda

Our goal today is to provide an overview for school staff to prepare you for the March 2018 SAT administration.

- Updates
- Accommodations
- Planning for Test Day
- Planning Rooms & Staffing
- Returning Materials and Makeups

2018 Connecticut SAT School Day

Primary Test Date:

March 21, 2018

Make-up Dates:

April 24 and 25, 2018

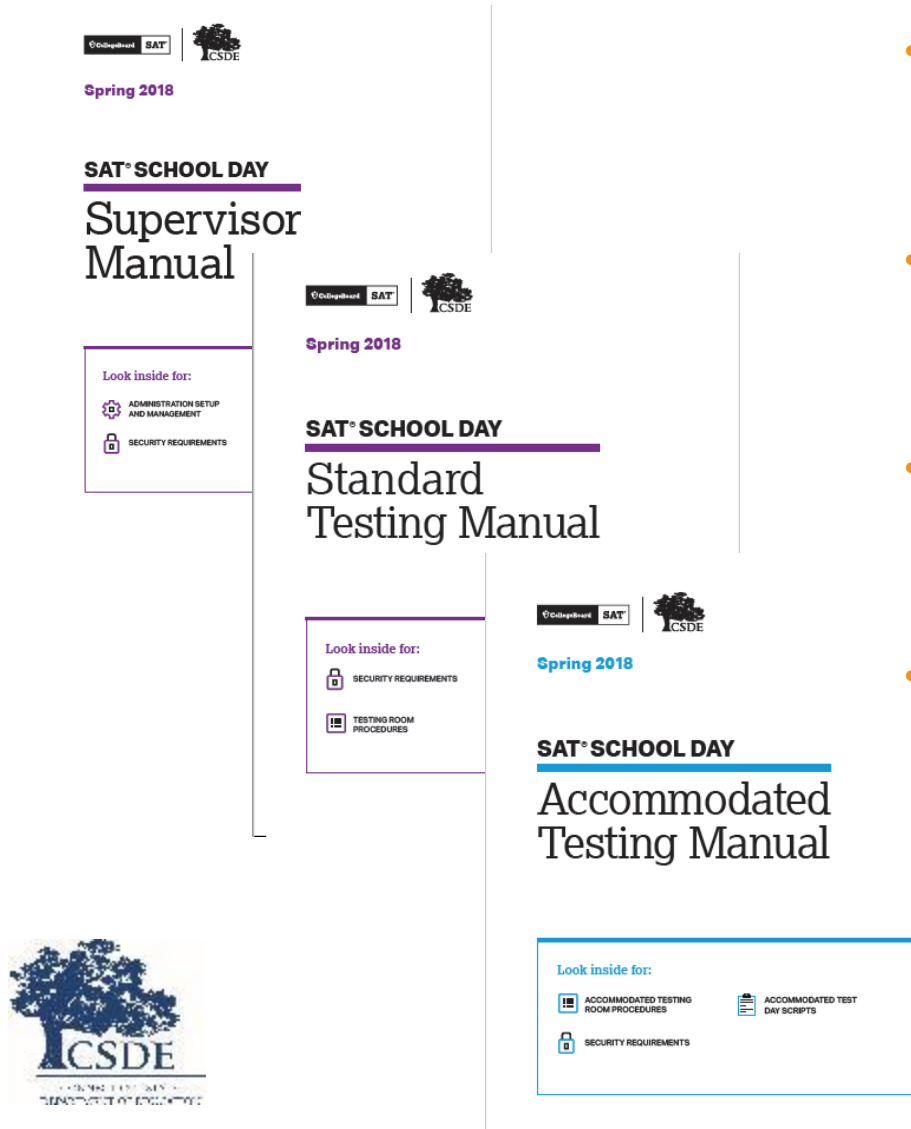



2018 CT SAT School Day Key Dates

Activity	Audience	Dates
CB Accommodations Requests	SSD Coordinator	Closed 1/30/18- But Late Window for New Students
State Allowed Accommodations	SSD Coordinator	Now – 3/15/18
Supervisors Kit	Test Center Supervisor	By 2/9/18
Pre-Administration Materials Shipment	Test Center Supervisor	By 3/8/18
Test Materials Arrive in Schools	Test Center Supervisor	One Week Prior to Test
Test Day	Test Center Supervisor Test Day Staff	3/21/18
Deadline to submit makeup material requests	Test Center Supervisor	3/23/18
Make-up Test Day	Test Center Supervisor Test Day Staff	4/24/18 4/25/18 (if necessary)



Connecticut SAT School Day Testing Manuals



- There are three different manuals.
- Include policies and procedures for testing.
- Please share the appropriate manuals with your test day staff.
- As you continue this training, you will see this icon , which points out related information from the manuals.

Contact Information

Purpose	Who	Phone	E-mail
<ul style="list-style-type: none">• Test Administration Procedures Questions• Test Materials	College Board	855-373-6387	satschoolday@collegeboard.org
<ul style="list-style-type: none">• CT SAT School Day Questions	Michelle Rosado	860-713-6748	michelle.rosado@ct.gov
<ul style="list-style-type: none">• Designated Supports and Accommodations Questions• CTAA and NGSS Alternate Assessment	Joe Amenta Janet Stuck	860-713-6855 860-713-6837	Joseph.Amenta@ct.gov Janet.Stuck@ct.gov



Communication

CSDE Student Assessment Newsletter

Sent to the DA identified with the TIDE DA user role, as well as the secondary contact. CT SAT Test Center Supervisors and English Learner Assessment Coordinators also receive a copy; additionally, anyone can subscribe.

College Board Web Site

<https://www.collegeboard.org/>



CSDE Web Site

New address as of February 17, 2018

<http://portal.ct.gov/sde>



Connecticut's Official
State Website

Search Connecticut Government...



[HOME](#) / [DEPARTMENT OF EDUCATION - BETA](#) / [K-12 EDUCATION](#) / [ACCOUNTABILITY-ASSESSMENT-DATA](#) / [STUDENT ASSESSMENT](#) / 2017 - 2018 CONNECTICUT STUDENT ASSESSMENT MAIN PAGE

2017 - 2018 Connecticut Student Assessment Main Page

Overview

[Related Resources](#)

[Laws/Regulations](#)

[Contact](#)

Provided by:
Department of Education - Beta

Overview

The Connecticut Summative Assessment system includes the following assessments:

- The [Connecticut Smarter Balanced Assessment](#) for students in Grades 3 through 8.
- The [Next Generation Science Standards\(NGSS\)](#) assessment for students in Grades 5, 8 and 11.
- The [Connecticut SAT School Day](#) for students in Grade 11.
- The [Connecticut Alternate Assessment \(CTAA\)](#) in Grades 3 through 8 and 11 and the [Connecticut NGSS Alternate Assessment](#) in Grades 5, 8 and 11 for students who may have significant cognitive disabilities.
- The [English Language Proficiency](#) assessment (LAS - Links) in Grades K - 12 for English learners.
- The [Connecticut Physical Fitness Assessment](#) in Grades 4, 6, 8 and high school.
- The [Fall Kindergarten Entrance Inventory](#) is administered to Kindergarten students.

2017-18 Summative Assessment Calendar

Content Area(s)	Assessment	Grade (s)	Testing Window
English Language Proficiency: Speaking, Listening, Reading, and Writing	LAS-Links	K-12	January 3-March 9, 2018



CONNECTICUT
DEPARTMENT OF EDUCATION



Office Hours- New This Year

- Time set aside on a weekly basis for schools and districts to call in and get questions answered.
- Weekly calls on Wednesday from 2-3pm beginning on February 21, 2018, and running through March 20.
- Registration links will be e-mailed.
- CSDE and College Board are on the calls.



The Importance of Training

- The Connecticut SAT[®] School Day is a standardized test.
- Valid results **DEPEND** on **STRICT ADHERENCE** to the procedures in this training.



Please pay special attention to the security requirements, denoted by a padlock icon.

- We're counting on your compliance.

Test Security

Breaches of test security include, but are not limited to:

- analyzing/copying test items
- coaching students
- giving students answers, and/or changing students' answers
- allowing students access to digital, electronic, or manual devices (except approved accommodations)

**Cell phone use by students and proctors
in testing rooms is prohibited!**

Participation - Connecticut General Statutes 10-14n

- (b) (1) For the school year commencing July 1, 2015, and each school year thereafter, each student enrolled in grades three to eight, inclusive, and grade eleven in any public school shall, annually, take a mastery examination in reading, writing and mathematics during the regular school day.
- (2) For the school year commencing July 1, 2013, to July 1, 2017, inclusive, each student enrolled in grades five, eight and ten in any public school shall, annually, in March or April, take a state-wide mastery examination in science during the regular school day.
- (3) For the school year commencing July 1, 2018, and each school year thereafter, each student enrolled in grades five eight and eleven in any public school shall annually take a state-wide mastery examination in science during the regular school day.

Participation

Federal law continues to expect full participation of all students on the state summative assessments. The minimum standard for the participation rate is at least 95 percent of all students and all student groups for each subject. For accountability purposes at the district and school level, the CSDE evaluates the participation rate for all students, as well as students in the "high needs" subgroup for all content areas.

Testing Students at Out of State and In State Non-Approved Schools

Connecticut public school districts are responsible to test students in the Public School Information System (PSIS) who are enrolled in out-of-state facilities or are enrolled in state non-approved schools.

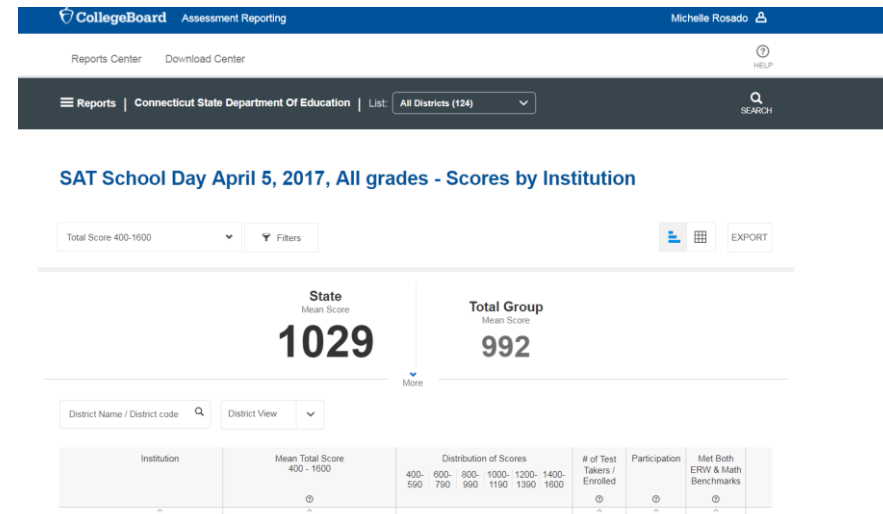
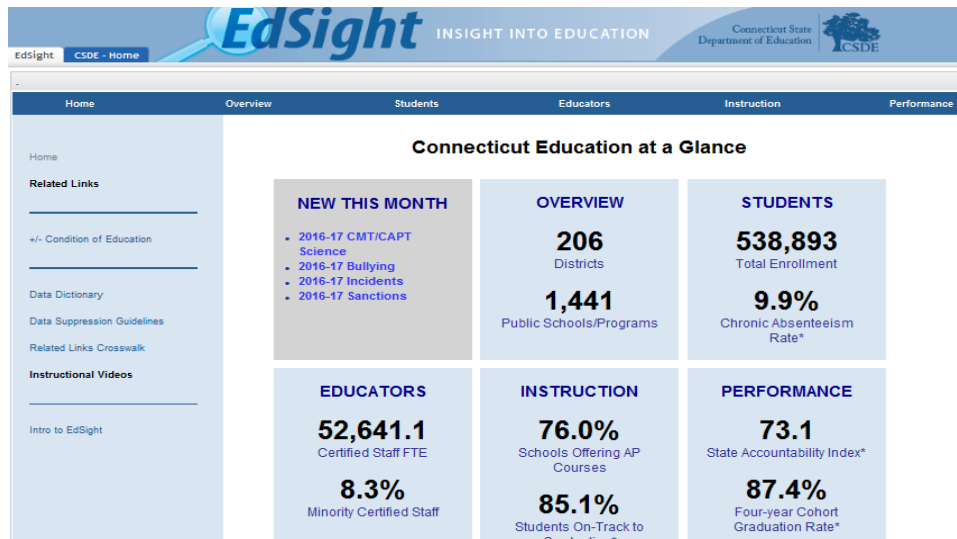


Testing Grade 12 students

- A ***small*** number of Grade 12 students will be required to take the Connecticut SAT School Day. Schools must test Grade 12 students if they “skipped” Grade 11 because of lack of credits. **This is the only reason to test a grade 12 student.**
- **Students who were absent in grade 11 do not test in grade 12.**
- Schools with eligible Grade 12 students were required to fax a list including each student’s name, SASID number and DOB to the CSDE in order to register the student.
- **No Grade 8, 9 or 10 students are permitted to take the Connecticut SAT School Day. Any tests received for these students will NOT be scored.**

Score Reporting

- Students receive their Connecticut SAT test results through their online College Board account
- Districts can access the test results through the College Board online score report portal
- Summary and student results will also be posted on CSDE's EdSight system <http://edsight.ct.gov>





What's New?

Test Day Updates

- The SOAR roster has been eliminated. Schools will create their own rosters of students taking the standard CT SAT.
- The Nonstandard Administration Report, or NAR, will now include ALL students who are approved for accommodations in SSD.
- Test Center Codes are not being used. Schools will use their 6-digit Attending Institution (AI code) only.
- Admission tickets are no longer issued, making your test administration easier and more manageable.
- Students will no longer need a registration number for their answer sheet. Answer sheets will request their state student ID, which will be included on their pre-ID label, in lieu of registration number.
- Students are not required to supply a photo ID unless the student is unknown to the testing staff.



Registration

- Schools will receive Pre-ID labels for all students who were in the PSIS registration file as of January 30, 2018.
- Please note that the student information in Power School is not the same as PSIS registration. Please check with your district's PSIS coordinator to determine the list of Grade 11 students.
- The CT SAT School Day program does not use TIDE.

Registration

All Grade 11 students in PSIS are registered by the CSDE to take the CT SAT School Day. The CSDE pulls a file from PSIS registration and submits the file to the College Board. There are three files that will be submitted to the College Board from PSIS in order to capture students who move in and out of schools. The dates for the file submissions to the College Board are:

- January 30, 2018
- March 15, 2018
- April 18, 2018



PSIS Registration Module

It is important to keep the following 7 fields updated in the PSIS Registration Module for the Connecticut SAT School Day in order to generate appropriate student rosters and student labels, and for accurate final reporting.

- Special Education (SPED) Status;
- Free and Reduced Lunch (FRL) Status;
 - English learner (EL) Status;
 - Military Family;
 - Homeless;
 - Recently Arrived EL; and
 - Section 504 Status.

Pre-administration Materials

- Schools will receive student answer sheets between March 5 and 7. This will allow schools to schedule time prior to the test to have students grid required demographics.
- The shipment will include answer sheets, labels and manuals.
- Pre-ID labels will be generated for all Grade 11 students who are in PSIS as of January 30, 2018. These labels should be affixed to the answer booklet by school staff prior to testing.

The diagram illustrates the layout of a Pre-ID label. It is a rectangular box containing the following fields and labels:

- SASID**: Points to the first line of the label, which contains a series of 'X's.
- School (AI) Code**: Points to the second line of the label, which contains a series of 'X's.
- Last Name**: Points to the third line of the label, which contains a series of 'X's.
- First Name**: Points to the fourth line of the label, which contains a series of 'X's.
- MI**: Points to the fifth line of the label, which contains a series of 'X's.
- School Name**: Points to the sixth line of the label, which contains the text "DOB: mm/dd/yyyy" and "GENDER: X GRD: nn".
- Test and Year**: Points to the seventh line of the label, which contains the text "SAT 2018".
- Barcode Number**: Points to the eighth line of the label, which contains a series of 'X's' and a barcode.

Pre-administration Materials

- The answer sheet now includes a place for students to indicate their four free score sends.
- Pre-administration materials also include:
 - SAT Student Guides which contain information about the SAT, the terms and conditions as well as practice materials.
 - Student Answer Sheet Instructions which include the codes for colleges and universities for the free score sends.



Test Materials

- All test materials will be shipped to the Test Supervisor one week before the test.
- Pink test books have been eliminated.
- Students will use purple for standard, blue for nonstandard testing rooms or lime green for state-allowed accommodations.

School Day and Weekend SAT Testing – An Important Reminder

If your school also offers weekend SAT testing, remember:

- Connecticut SAT School Day materials sent to the test supervisor and to the SSD coordinator must never be mixed with weekend testing materials.
- Mixing materials could lead to delays and possible cancellation of scores.





Testing Special Education, 504 and EL Students

Connecticut SAT School Day Accommodations

Students with Disabilities	Used for state accountability system and college admission: <i>Submit request on the SSD website</i>	
Students with an IEP or Section 504 Plan	<ul style="list-style-type: none"> • Abacus • American Sign Language (ASL)- test directions only • Braille • Color Overlay • Computer • Extra/Extended Breaks • Large Print Booklet • Magnification Device • Modify Setting • Multiplication table 	<ul style="list-style-type: none"> • Noise Buffering • Reader • Scribe • Signed Exact English -test directions and test content • Speech-to-Text (CB Assistive Technology) • 4 Function Calculator • Text-to-Speech for all test content (CB MP3 audio) • Time Extension 50% or 100% • Examples of common accommodations, the list is not exhaustive
English Learners (EL)	Used for state accountability system and college admission.	
	No need to submit request on the SSD website	Applicable only for CT SAT School Day: <i>Submit request on the SAA website</i>
	<ul style="list-style-type: none"> • Written Test Directions in: <u>Albanian, Arabic, Bengali, Chinese/Mandarin, Gujarati, Haitian Creole, Hindi, Polish, Portuguese, Russian, Spanish, Urdu, Vietnamese</u> Native Language Reader – test directions only <u>Bilingual Dictionary Word-to-Word</u> in: Languages above plus Bosnian, French, Somali, Italian, Cambodian (Khmer), Burmese, German, Hmong, Japanese, Korean, Nepali, Punjabi, Romanian, Swahili 	<ul style="list-style-type: none"> • Time Extension - 50% extended time

Time Extension vs. Extra Breaks

Time Extension allows the student extra time to complete the test. This is time working in an **open** test booklet. Available for 50% or 100% above standard time.

Extra/Extended Breaks allows the student breaks from testing. The test booklet must remain **closed** during the break.



Connecticut SAT School Day Accommodations

TIME EXTENSION: THINGS TO CONSIDER

- Provided to students whose disabilities, processing, physical needs require additional time to complete a timed assessment.
- Available as 50% or 100% time extension. With 100% extended time the student may need to be tested over 2 days.
- Available for Evidence Based Reading/Writing or Mathematics, or for both.
- Student must remain in room for all of the extended time requested even if they finish early.
 - Students approved for time extension automatically receive extra breaks.



Types of College Board Accommodations

Timing

Accommodation	Day(s)	What to Know
50% extended time for reading	1 Day	<ul style="list-style-type: none">• Student will receive extended time for ALL sections.• Student must use the entire time for which they are approved. Student will automatically be approved for extra breaks.
50% extended time for math	1 Day	<ul style="list-style-type: none">• Student will receive extended time only for the math sections.• Student must use the entire time for which they are approved. Student will automatically be approved with extra breaks.
100% extended time for reading	2 Day	<ul style="list-style-type: none">• Students will receive extended time for ALL sections.• Students must use the entire time for which they are approved. Student will automatically be approved with extra breaks.
100% extended time for math	1 Day	<ul style="list-style-type: none">• Student will receive extended time only for the math test.• Student must use the entire time for which they are approved. Student will automatically be approved with extra breaks.



Types of College Board Accommodations

Breaks

Accommodation	Day(s)	What to Know
Extra Breaks	1 Day	<ul style="list-style-type: none">Given a break halfway through longer sections and a break after every section.
Extended Breaks	1 Day	<ul style="list-style-type: none">Given breaks at the standard time but breaks are typically twice as long.Some students who request extended breaks may need additional accommodations such as permission to eat, take medication, or permission to test blood sugar. These must be requested specifically.
Breaks as Needed	1 Day	<ul style="list-style-type: none">Typically given to students with physical or medical conditions.Breaks are granted as requested by the student during the exam. Timing of the test is paused during the break.Some students who request breaks as needed may need additional accommodations, such as permission to eat, take medication, or permission to test blood sugar. These must be requested specifically.



Types of College Board Accommodations

Reading/Seeing Text

Accommodation	Day(s)	What to Know
MP3 Audio	2 Days	<ul style="list-style-type: none">• Audio version of the test, delivered on a flash drive.• Student automatically receives 100% extended time (plus additional time on the writing and language test) and extra breaks on all sections.• Student must use the entire time for which they are approved. They cannot move to the next section or end the assessment when they are finished, even if they are the only student testing.
Reader	1 Day	<ul style="list-style-type: none">• Student will be read the SAT aloud by an adult.• Student must be in a one-to-one setting with an adult. Readers must meet testing staff requirements (i.e. paraprofessional, teacher, principal, etc.)• Student automatically receives 50% extended time and extra breaks on all sections.• Student must use the entire time for which they are approved. They cannot move to the next section or end the assessment when they are finished, even if they are the only student testing.



Types of College Board Accommodations

Reading/Seeing Text (continued)

Accommodation	Day(s)	What to Know
Assistive Technology-Compatible (ATC)	1 Day	<ul style="list-style-type: none">• Digital version of the test, delivered on a flash drive.• For use with screen readers and other assistive technology• Student is automatically given 100% extended time on the writing and language section only.• Student must use the entire time for which they are approved. They cannot move to the next section when they are finished, even if they are the only student testing.
Braille	1 Day	<ul style="list-style-type: none">• Student will receive either a EBAE with Nemeth Math or UEB with Nemeth Math test book.• Student will receive a Braille Figure Supplement• Typically approved with another accommodation such as scribe or braillewriter to record answers.
American Sign Language (ASL)	1 Day	<ul style="list-style-type: none">• Student will receive test directions, the only listening portion of the SAT, in ASL by an adult.• Interpreters must meet testing staff requirements (i.e. paraprofessional, teacher, principal, etc.)



Types of College Board Accommodations

Recording Answers

Accommodation	Day(s)	What to Know
Writer /Scribe*	1 Day	<ul style="list-style-type: none">• Student will have an adult transcribe answers onto the answer sheet.• Student automatically receives 50% extended time and extra breaks on all sections.• Student must use the entire time for which they are approved. They cannot move to the next section or end the assessment when they are finished, even if they are the only student testing.

Setting

Accommodation	Day(s)	What to Know
Small Group Testing	1 Day	<ul style="list-style-type: none">• Will depend on the number of students in the group and the size of the room.• There is no minimum number of students that must be tested in a room, so if the school has the capacity to put 10 students in a room, there is no need to request a small group accommodation.
Home/Hospital Testing	1 Day	<ul style="list-style-type: none">• Requested through SSD Online• Student with a disability that prevents them from attending school will be administered the test at a location other than school (e.g., home or hospital).



* New Scribe accommodations require state approval

State Allowed Accommodations(SAA) for EL Students

Accommodation	Day(s)	What to Know
EL – 50 % Extended Time (students must remain in testing room for the entire testing time.)	1-Day	<p>Reading:</p> <ul style="list-style-type: none">• Student will receive extended time for ALL sections.• Student must use the entire time for which they are approved. Student will automatically be approved for extra breaks. <p>Math Only:</p> <ul style="list-style-type: none">• Student will receive extended time only for the math sections.• Student must use the entire time for which they are approved. Student will automatically be approved with extra breaks.

*Any extended time accommodations provided to EL students only applies to the CT SAT School Day.



Application Process – New Requests

NO additional documentation needs to be sent to the College Board. If prompted for additional documentation upload the Connecticut **SAT SSD Form** into the SSD system instead of any documentation.

Connecticut State Department of Education Grade 11 Connecticut SAT School Day

During the online request process, in some cases, the system may request additional documentation. For the March 21, 2018 (or make-up dates April 24 or April 25) Connecticut SAT School Day **only**, if documentation is requested by the College Board SSD system for review, use this form when documentation is requested.

Submit this documentation online by selecting Upload Documentation Now.

No additional documentation is needed.



CollegeBoard

My Account | Logout

Services for Students with Disabilities

Your Accommodation Request Is Ready to Submit

In order for us to determine if the requested accommodations are appropriate, you will need to provide documentation of the student's disability and need for accommodations. Based on the student's disability and requested accommodations, the documentation listed below will best assist in determining whether the student is eligible for the requested accommodations. This is not an exclusive list. Please send any additional documentation that you believe will assist us in determining the student's need for accommodations.

Requested Documentation

No Documentation is Required

Student Information

Please confirm the information below and make any changes prior to your final submission. When you are ready click the Submit button at the bottom of the page.

BASIC INFORMATION Name: John Doe Date of Birth: Jan 1, 1997 Expected High School Graduation Date: Jun, 2016 Gender: Male	MAILING ADDRESS 1425 Lower Ferry Rd Ewing, NJ 08618, US Home Phone: (222)111-5555 Email:	SCHOOL INFORMATION High School Code: 311262 High School Name: ETS HIGH SCHOOL/MARGO MERIWETHER
SCHOOL ADDRESS Rosedale Road Princeton, NJ 08541, US		

Edit

Selected Disability

Disorder of Written Expression, Central Auditory Processing, Convergence Insufficiency

Edit

Selected Accommodation

Extra / Extended Breaks: Extra Breaks Between Test Sections

Edit

Additional information may be collected by CSDE.



Accommodations – Already Approved Students

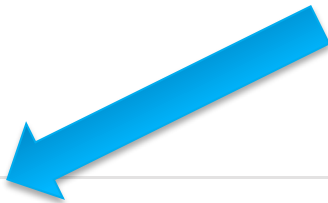
Doe, John (#0000000007) <small>OPTIONS ▼</small> Approved: Permission for food/medication Documentation: Received 1 Pages on 06 May 2009	04 Aug 2009	05 May 2009	14 Sep 2012
Gray, Macy (#0000000002) <small>OPTIONS ▼</small> Approved: Permission for food/medication	07 May 2009	03 May 2009	14 Jun 2012
Rubin, Andy (#0000000010) <small>OPTIONS ▼</small> Approved: Permission for food/medication Documentation: Received 1 Pages on 06 May 2009	02 Aug 2009	05 May 2009	14 Apr 2012

- Students with Approved accommodations through College Board from previous years, require no action unless you need to make changes.
- Test Materials will be shipped for these students based on the test materials needed for their existing approved accommodation in the SSD Dashboard.



Changing an Accommodation Request

Status ▾	! Student
DECIDED	Xerox, Fourtest (#0007554601) OPTIONS ▾ NOT Approved Documentation: Received 2 Pages on 05 Aug 2015
DECIDED	Ssdprodtestb, Studentb (#0007000002) OPTIONS ▾ Approved: Writing +50% (time and 1/2), Reading +50% (time and 1/2) Documentation: Received 2 Pages on 31 Jul 2015



View Decision Letter
Create change Request
Resubmit Request

1. Click on the **OPTIONS ▾** button
2. Choose **Create change Request**

Accommodations – Changes to Previously Submitted Requests

Print, complete, and fax in the change request form to College Board's secure electronic document system.

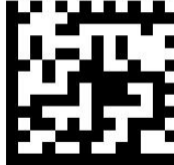
AFTER SUBMISSION:
Check the SSD Dashboard
for status change to
Document Review



↑
Insert this end into fax machine
Please ensure all attached pages are facing in the same direction

Cover Sheet
Use this page as your submission cover sheet.
PLEASE DO NOT ATTACH AN ADDITIONAL COVER SHEET TO THIS DOCUMENT WHEN FAXING.

Student Name: **Emily Breen**
SSD#: **0007546816**
High School: **ETS HIGH SCHOOL/MARGO MERIWETHER**
Grade: **11th Grade**

R0007546816


To: **College Board Services for Students with Disabilities**

FAX INFORMATION
Fax Number: **(866) 360-0114**
Attention: **College Board Services for Students with Disabilities**
Number of pages:
(including cover sheet)

SSD COORDINATOR CONTACT INFO:
Name: **Mithun Roy**
Phone:
Email: **mithun.roy026@gmail.com**
Fax:

SELECT REQUEST OPTION(S):

☐ Resubmission of Previously Denied Request
☐ Request to Add or Remove Accommodations from Approved Request

COMPLETE THIS SECTION FOR RESUBMISSION OF PREVIOUSLY DENIED REQUEST

Please check any previously denied accommodations that you wish to have re-reviewed:

EXTRA / EXTENDED BREAKS
☐ Permission to Test Blood Sugar

State-Allowed Accommodations (SAA)

Unique Accommodations

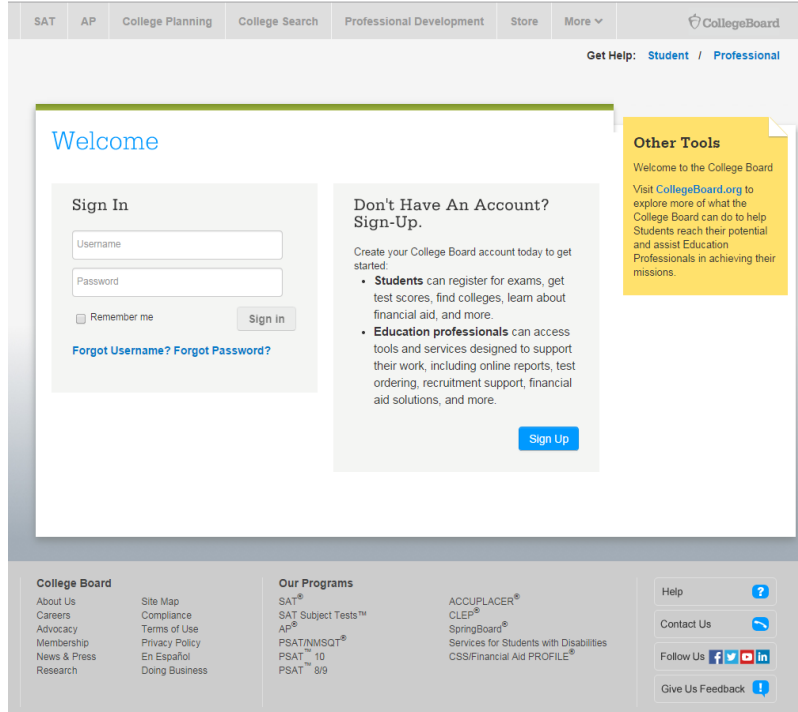
Contact CSDE regarding any student requiring these accommodations

Students with an IEP or Section 504 Plan

- Sign Language for test content and test questions - This includes whichever version of signing the student typically receives. (i.e., cued speech)
- Student signed responses



State-Allowed Accommodations (SAA)



The screenshot shows the CollegeBoard website's login and sign-up interface. At the top, there is a navigation bar with links for SAT, AP, College Planning, College Search, Professional Development, Store, and More. Below this, a 'Welcome' section features a 'Sign In' form with fields for Username and Password, a 'Remember me' checkbox, and a 'Sign in' button. Links for 'Forgot Username?' and 'Forgot Password?' are also present. To the right of the sign-in form is a 'Don't Have An Account? Sign-Up.' section with a 'Sign Up' button. A yellow 'Other Tools' box on the right side of the sign-up section provides additional information. The footer contains links for 'College Board' (About Us, Careers, Advocacy, Membership, News & Press, Research), 'Our Programs' (SAT, SAT Subject Tests, AP, PSAT/NMSQT, PSAT-10, PSAT-8/9), 'ACCUPLACER', 'CLEP', 'SpringBoard', 'Services for Students with Disabilities', and 'CSS/Financial Aid PROFILE'. There are also links for 'Help', 'Contact Us', 'Follow Us' (Facebook, Twitter, YouTube, LinkedIn), and 'Give Us Feedback'.

Used to provide Time Extension
50% for English Learners (EL)

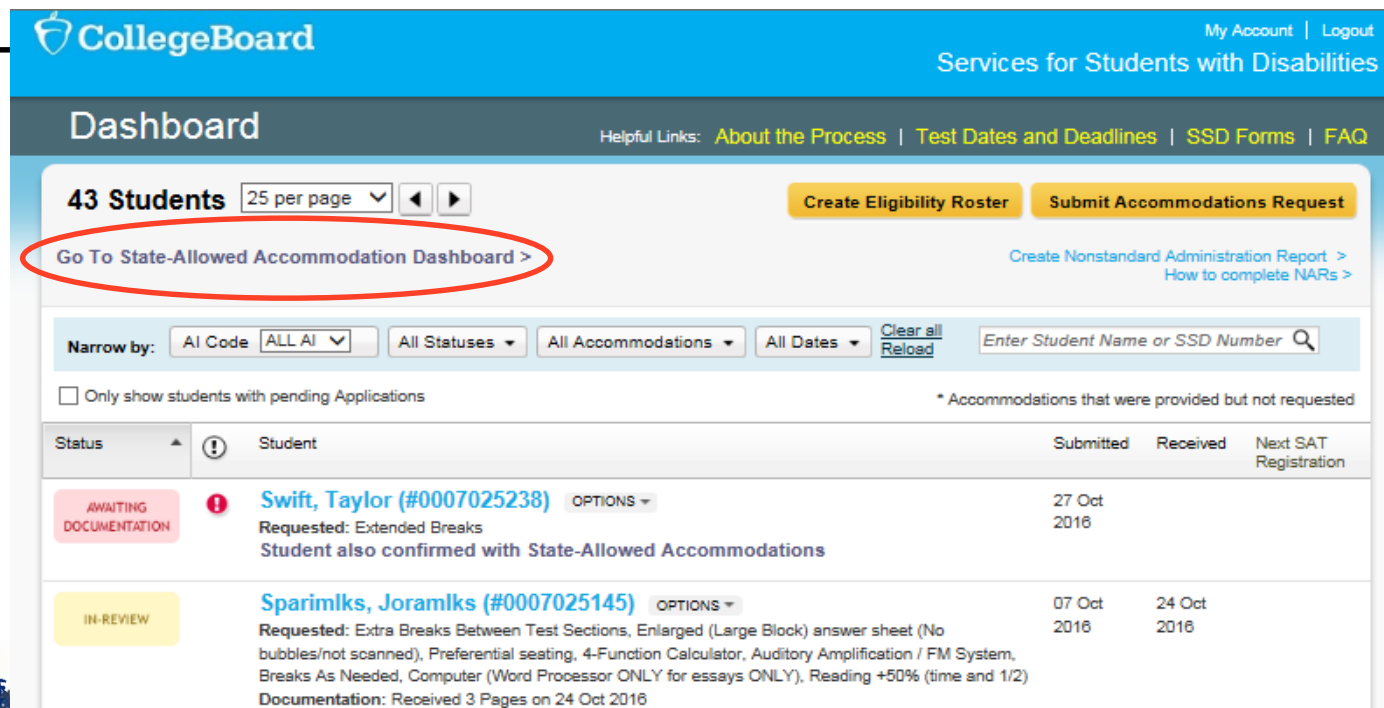
Scores used for state accountability
and college admission

Connecticut Specific Procedure requested on
SSD Accommodation website

Starting on Thursday, January 25, 2018 until Thursday, March 15, 2018

Requests for CT State Allowed Accommodations

- To access the State-Allowed (SAA) Accommodation Dashboard, click the link in the upper left hand corner.



CollegeBoard

My Account | Logout

Services for Students with Disabilities

Dashboard

Helpful Links: [About the Process](#) | [Test Dates and Deadlines](#) | [SSD Forms](#) | [FAQ](#)

43 Students 25 per page ◀ ▶

[Go To State-Allowed Accommodation Dashboard >](#)

[Create Eligibility Roster](#) [Submit Accommodations Request](#)

[Create Nonstandard Administration Report >](#)
[How to complete NARs >](#)

Narrow by: AI Code **ALL AI** All Statuses All Accommodations All Dates [Clear all](#) [Reload](#)

☐ Only show students with pending Applications * Accommodations that were provided but not requested


Status	Student	Submitted	Received	Next SAT Registration
AWAITING DOCUMENTATION	Swift, Taylor (#0007025238) OPTIONS Requested: Extended Breaks Student also confirmed with State-Allowed Accommodations	27 Oct 2016		
IN-REVIEW	Sparimlks, Joramlks (#0007025145) OPTIONS Requested: Extra Breaks Between Test Sections, Enlarged (Large Block) answer sheet (No bubbles/not scanned), Preferential seating, 4-Function Calculator, Auditory Amplification / FM System, Breaks As Needed, Computer (Word Processor ONLY for essays ONLY), Reading +50% (time and 1/2) Documentation: Received 3 Pages on 24 Oct 2016	07 Oct 2016	24 Oct 2016	



Accommodation Request – State-Allowed

Note: The College Board SAA website will remind you that SAA request are non-college reportable. However, for spring 2018 the EL – 50 % Extended Time request WILL be reportable.



My Account | Logout
Services for Students with Disabilities

SAA DashboardHelpful Links: | [Consent Form](#) | [FAQ](#)

State-Allowed Accommodations > Terms and Conditions

The use of State-Allowed Accommodations will result in scores that are not college reportable and are not eligible for scholarship submissions. They are available only to serve a few students who are receiving accommodations that do not qualify under the college reportable guidelines. Please use ONLY if a student requires accommodations or supports that are not available for college reportable scores. For more information, go to the College Board services for [Students with Disabilities website](#).


I understand that students using State-Accommodations will receive scores that are not college reportable.

☐ Check to confirm the terms and conditions above

IMPORTANT NOTES

- State -Allowed Accommodations are available ONLY for the specific administration for which they are requested and confirmed. If a student requires accommodations for future test administrations, they will need to request accommodations through the College Board accommodations request process.
- Before submitting a request for state-allowed accommodations, schools should have parent/guardian consent to share student information with the College Board for students under 18 and to request state allowed accommodations. If the student is 18 or over, the student may grant consent to share student information with the College Board. If you do not have parent/guardian approval through the student's IEP, 504, EL or other school documentation, we provide this [Consent Form for State-Allowed Accommodations](#). The school should maintain the completed, signed form with the student's records. The signed form does not need to be sent to the College Board.
- Schools should confirm that students/parents understand that students using State-Accommodations will receive scores that will not be eligible for college admissions or scholarship opportunities.

CancelContinue

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State Allowed Accommodation Request

Step 1:
Enter basic
student
information

Disregard

CollegeBoard My Account | Logout
Services for Students with Disabilities

SAA Dashboard Helpful Links: | Consent Form | FAQ

State-Allowed Accommodations > Student Information

Important Please remember that the use of State-Allowed Accommodations will result in test scores that are not eligible to be reported to colleges, universities or scholarship organizations.

Notice Your state/district has arranged SAA's for the following College Board tests:
• PSAT NMSQT - Oct 15, 2016 - Grade (10)
• PSAT NMSQT - Oct 15, 2016 - Grade (8, 9)

Please complete the fields below, using the student information as it appears in the student's school records. All fields are required unless indicated.

Basic Information

First Name:

* Middle Initial: * optional

Last Name:

* Email: * optional

Date of Birth: / /

Expected High School Graduation Date: /

Gender: ☐ Male ☐ Female

* Soc Sec # - - * optional

Current School:

Test Admin:

Mailing Address

☒ USA, including its territories & Puerto Rico
☐ Outside of USA

Street1:

Street2:

City:

State: Zip / Post Code:

Cancel Save & Exit Save & Continue



State Allowed Accommodation Request

Step 2: Confirm Student Information

Disregard

CollegeBoard My Account | Logout
Services for Students with Disabilities

< Back to SSD Dashboard Helpful Links: Consent Form | FAQs

State-Allowed Accommodations: Confirm Student Information

Important Message: Please remember that the use of State-Allowed Accommodations will result in unreportable test scores.

Please review the student information below. Click Edit to make any changes.

BASIC INFORMATION	MAILING ADDRESS	SCHOOL INFORMATION
Name: Larry Walker	123 Main Street	High School Code: 051585
Date of Birth: Jan 1, 2002		High School Name: WESTSIDE COMMUNITY ADULT SCHOOL
Expected High School Graduation Date: Jan, 2016	Los Angeles, CA 08977 , US	
Gender: M	Email: lwalker@yahoo.com	SCHOOL ADDRESS
		7850 Melrose Avenue Los Angeles, CA 90046, US

Edit Cancel Save & Continue



Note: The College Board SAA website will remind you that SAA request are non-college reportable. However, for spring 2018 the EL – 50 % Extended Time request WILL be reportable.

State Allowed Accommodation Request

Step 3:
Select the
specific SAA

Disregard

CollegeBoard My Account | Logout
Services for Students with Disabilities

SAA Dashboard Helpful Links: | [Consent Form](#) | [FAQ](#)

State-Allowed Accommodations > Select Accommodations

Important Please remember that the use of State-Allowed Accommodations will result in test scores that are not eligible to be reported to colleges, universities or scholarship organizations.

Choose the State-Allowed Accommodations needed by Taylor Swift for the PSAT 8/9 Sep 26, 2016 test.

Note: Our records show that Taylor has also requested or been approved to use the following College Board accommodations:
Under College Board Review Extended Breaks

▼ State-Allowed Accommodations

☐ State-Allowed: Extended Time - 50%

Cancel Save & Exit Save & Continue

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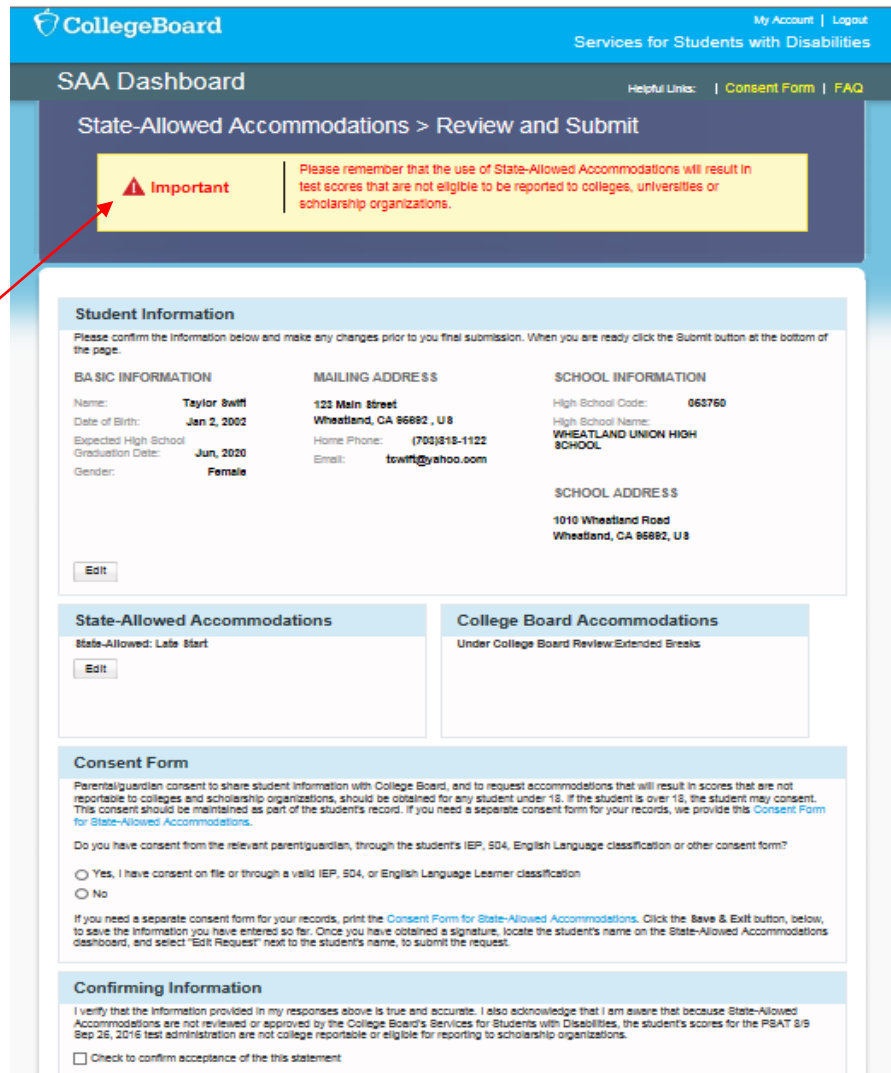


Note: The College Board SAA website will remind you that SAA request are non-college reportable. However, for spring 2018 the EL – 50 % Extended Time request WILL be reportable.

State Allowed Accommodation Request

Step 4:
Review and
submit
request.

Disregard



CollegeBoard

My Account | Logout

Services for Students with Disabilities

SAA Dashboard

Helpful Links: | [Consent Form](#) | [FAQ](#)

State-Allowed Accommodations > Review and Submit

Important Please remember that the use of State-Allowed Accommodations will result in test scores that are not eligible to be reported to colleges, universities or scholarship organizations.

Student Information

Please confirm the information below and make any changes prior to your final submission. When you are ready click the Submit button at the bottom of the page.

BASIC INFORMATION	MAILING ADDRESS	SCHOOL INFORMATION
Name: Taylor Swift	123 Main Street	High School Code: 063760
Date of Birth: Jan 2, 2002	Wheatland, CA 95692, U.S.	High School Name: WHEATLAND UNION HIGH SCHOOL
Expected High School Graduation Date: Jun, 2020	Home Phone: (703)818-1122	
Gender: Female	Email: tswift@yahoo.com	SCHOOL ADDRESS
		1010 Wheatland Road
		Wheatland, CA 95692, U.S.

[Edit](#)

State-Allowed Accommodations	College Board Accommodations
State-Allowed: Late Start	Under College Board Review/Extended Breaks

[Edit](#)

Consent Form

Parental/guardian consent to share student information with College Board, and to request accommodations that will result in scores that are not reportable to colleges and scholarship organizations, should be obtained for any student under 18. If the student is over 18, the student may consent. This consent should be maintained as part of the student's record. If you need a separate consent form for your records, we provide this [Consent Form for State-Allowed Accommodations](#).

Do you have consent from the relevant parent/guardian, through the student's IEP, 504, English Language classification or other consent form?

☐ Yes, I have consent on file or through a valid IEP, 504, or English Language Learner classification

☐ No

If you need a separate consent form for your records, print the [Consent Form for State-Allowed Accommodations](#). Click the [Save & Exit](#) button, below, to save the information you have entered so far. Once you have obtained a signature, locate the student's name on the State-Allowed Accommodations dashboard, and select "Edit Request" next to the student's name, to submit the request.

Confirming Information

I verify that the information provided in my responses above is true and accurate. I also acknowledge that I am aware that because State-Allowed Accommodations are not reviewed or approved by the College Board's Services for Students with Disabilities, the student's scores for the PSAT 8/9 Sep 26, 2016 test administration are not college reportable or eligible for reporting to scholarship organizations.

☐ Check to confirm acceptance of the this statement

Note: The College Board SAA website will remind you that SAA request are non-college reportable. However, for spring 2018 the EL – 50 % Extended Time request WILL be reportable.



Practice Resources for Accommodated Testers

- Practice Tests for assistive technology can be found at:
<https://collegereadiness.collegeboard.org/sat/practice/full-length-practice-test-assistive-technology>
- Practice Tests for MP3 audio can be found at:
<https://www.collegeboard.org/students-with-disabilities/after-approval/taking-sat-accommodations>
- Practice Tests for Braille and large print may be requested by contacting SSD Customer Service (212-713-8333) or ssd@info.collegeboard.org.



Medical Exemptions

Medical Exemption for Connecticut SAT

Current Definition: In Connecticut, the exemption determination for a medical emergency rests primarily on the following criteria: **the student is unable to attend school and is medically/emotionally unavailable for homebound/hospitalized instruction.** Students who are hospitalized or homebound due to illness should be tested unless there are medical constraints. These students can have the test administered at home or in the hospital provided the test is administered by a certified school staff member who is fully trained in the proper test administration and security procedures for the Smarter Balanced Assessments, CMT/CAPT Science or CTAA.

For the Connecticut SAT, in order for a student to receive a medical exemption the following criteria must be met: the student is unable to attend school due to a medical/emotional reason on March 2, 2016 and on April 27, 2016. This will require a signature by the student's physician. Students who are approved by the CSDE for a medical exemption will be excluded from all participation, achievement, and accountability calculations.

The steps below must be completed to request consideration for a medical exemption.

Step 1 – Initial Contact:

The District Test Coordinator (DTC) contacts the Academic Office at the Connecticut State Department of Education (CSDE) after the statewide Connecticut SAT makeup date of April 27, 2016.

- Contact Joe Amenta - joseph.amenta@ct.gov (860-713-6855) or Janet Stuck - janet.stuck@ct.gov (860-713-6837).
- Provide the following information:
 - State Assigned Student Identification (SASID) number;
 - Student Name (last, first);
 - Date of Birth;
 - Grade;
 - Name of School, District, Approved Private Special Education Program or RESC; and
 - Reason for exemption.
- You will be notified if the student meets the initial criteria to be considered for medical exemption and whether to proceed to Step 2.

Step 2 – Medical Form:

Based on the result of Step 1, the DTC will receive the Emergency Medical Exemption Form. This form will include the name of the student who is seeking a medical exemption.

- The Emergency Medical Exemption Form must be signed by the student's attending physician.
- For the purposes of the CSDE Medical Exemption a physician must be a Doctor of Medicine or Osteopathy licensed to practice medicine or surgery according to Chapter 370 and 371 of the Connecticut General Statutes, or licensed to practice medicine in another state. For the purpose of determining a medical emergency, this means an attestation is required from an MD, DO, or Psychiatrist, an attestation from a social worker will not suffice.



STATE OF CONNECTICUT DEPARTMENT OF EDUCATION



2018 Emergency Medical Exemption Form For Connecticut SAT School Day

Date: _____

_____, Education Consultant
CT STATE DEPARTMENT OF EDUCATION
Performance Office
450 Columbus Blvd, 7th FLOOR
Hartford, CT 06103

Dear _____

_____ has been under my care since _____. This student is unable to attend school and is medically/emotionally unavailable for homebound/hospitalized instruction. This student will not be available to receive such instructional services on March 21, 2018 or April 24, 2018 or April 25, 2017.

Sincerely,

DOCTOR'S SIGNATURE

DOCTOR'S PRINTED NAME

Connecticut SAT





Key Terms

Terms You Need to Know

Common Terms

- + **CSDE** – *Connecticut State Department of Education* staff oversee the Connecticut SAT School Day and are ready to answer your questions.
- + **SSD** – *Services for Students with Disabilities* staff oversee testing of students with accommodations.
- + **AI Code** - A six-digit code that identifies an attending institution (a school in which a student is enrolled).
- + **NAR** – *The Nonstandard Administration Attendance Roster* of students testing with accommodations.

Types of Forms

- + **TRMR** — The *Testing Room Materials Report* form is used to account for testing materials in the testing room.
- + **SRF** — The *Supervisor's Report Form* is used to tally used and unused materials for processing.
- + **SIR** — The *Supervisor's Irregularity Report* form is used to report any incidences or irregularities during an administration.

Terms Used for Testing

- **Standard administration** — Testing with no additional time or breaks, or alternate test formats like Braille or cassettes.
- **Nonstandard administration** — Testing with College Board-approved or State-allowed accommodations.
- **Extended time** — Testing with either 50 percent or 100 percent additional time.

Terms Used in Nonstandard Testing

- **NAR** — The Nonstandard Administration Report is the roster of students who are testing with accommodations such as 100% extended time, which is accessed through the SSD online system by the SSD Coordinator.
- **SSD Coordinator** — Works with students to apply for accommodations, accesses and prints the NAR and provides it to the supervisor, and assists the supervisor in administering the test with accommodations.
- **State-Allowed Accommodations (SAA)** — Used to provide Time Extension of 50% for English Learners (EL). Applies only to the CT SAT School Day.



Before the Test

Before the Test

Prepare Your School

Prepare Yourself

Build Your Lists

Plan Your Space

Plan Your Staff

Build Your Schedule

Prepare Your Students

Prepare Your Materials



AI Codes

- Schools are assigned a six-digit school code representing the attending institution (AI code) or high school code.
- AI Codes are required to pre-ID students, administer College Board exams, apply for student accommodations, and receive materials and students' exam scores.
- AI codes are six digits, usually starting with 07.
- You will not receive or use a test center number this year unless you are using off-site testing locations. The AI code is the only code you will need for forms and reporting.

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Prepare Yourself

- Participate in mandatory Supervisor's training - either live or online
- Read the Supervisor's manual
- Distribute Testing Room manuals to associate supervisors and SSD coordinator(s) for their review
- Review the contents of the Supervisor's Planning Kit which arrived last week

Before the Test

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Who is Required to Test?

- All Grade 11 students who are listed in the PSIS registration module are required to test on the CT SAT School Day or the CTAA.
- For those students taking the CTAA, please complete the LCI by March 16, 2018.

Build Your Lists – Master Student List



Identify students who are testing and create a list of students to determine how many testing rooms and staff you will need for administering the test:

- Pull the list of eligible students from your school student information system or work with your district assessment coordinator to get the list of students.
- Supervisors will work with the SSD Coordinator to understand numbers of students testing with accommodations by using the NAR.

Last Name	First Name	M.I.	Date of Birth	SSD/Student ID Number	P=present A=absent M=moved X=no entry	Testing Room (3-digit code/ room name)	Accommodated? Y=Yes N=No	Testing Group	Test Book Type	Staff Assigned
1 Jones	Anita		3/5/2000	09090909	P	123	N	SAT		A. Teacher
2 Smith	Terry	O	10/15/1999	10101010	A	456	N	SAT		B. Proctor
3 Ramirez	Juan	J	2/15/2000	54545454	P	123	N	SAT		A. Teacher
4 Brown	Robert		9/1/2000	0007024797	P	789	Y	SB28	Blue	S. Scholar
5 Szymanski	Ella		8/12/2000	0007025799	P	012	Y	T2	Purple	M.Coordinator
6 North	Adrian		11/30/1999	0007025788	P	234	Y	T1	Purple	T. Coach

Build Your Lists – Nonstandard Administration Report

- Lists ALL students approved for accommodations
- Grouped into three sections: Students that must test on the primary day, students that test in the two day accommodated window, and students testing with SAAs.
- Includes what test book color and the script name the student should use
- Available 4 weeks prior to the test

Testing Group	Last Name, First Name (Mark X if absent on test day)	Approved Accommodations	Test Type	Test Book Color	One or two day testing	Script Name	Test Room Code and Associate Supervisor
S2	Graomlks, Goraomla SSD #0007025812	Extra Breaks Between Test Sections	SAT	Purple	One day	Script 2	
T2	Smith, Jaslee SSD #0007025798	Extra Breaks Between Test Sections , Large Print Test Book - 14 point	SAT	Purple	One day	Script 2	
T2	Szymanski, Ella SSD #0007025799	Extra Breaks Between Test Sections	SAT	Purple	One day	Script 2	
T3	Tfosrolks, Reaomlka SSD #0007025811	Extended Breaks , Permission to Test Blood Sugar , Small group setting	SAT	Purple	One day	Script 1	

Managing Students on the NAR

- The SSD Coordinator will run the NAR from the SSD Online Dashboard.
 - Select SAT
 - Enter AI and Test Date

SefAction.action Dashboard - Services for St...

CollegeBoard My Account | Logout
Services for Students with Disabilities

Dashboard Helpful Links: [About the Process](#) | [Test Dates and Deadlines](#) | [SSD Forms](#) | [FAQ](#)

0 Students 25 per page ◀ ▶

Create Eligibility Roster Merge Students

Go To State-Allowed Accommodation Dashboard ▾

Create Nonstandard Administration Report ▾

Submit/Update AP
PSAT/NMSQT & PSAT10
SAT 8/9
SAT - Mar 10, 2018
SAT - All Students
SAT - School Day
Registration

Narrow by: Enter AI Code 🔍 All Statuses ▾ All Accommodations ▾ All Dates ▾ Clear all Enter Student Name

☐ Only show students with pending Applications ☐ Only show students with missing data * Accommodations that were

Status	Student	Submitted	Received
--------	---------	-----------	----------

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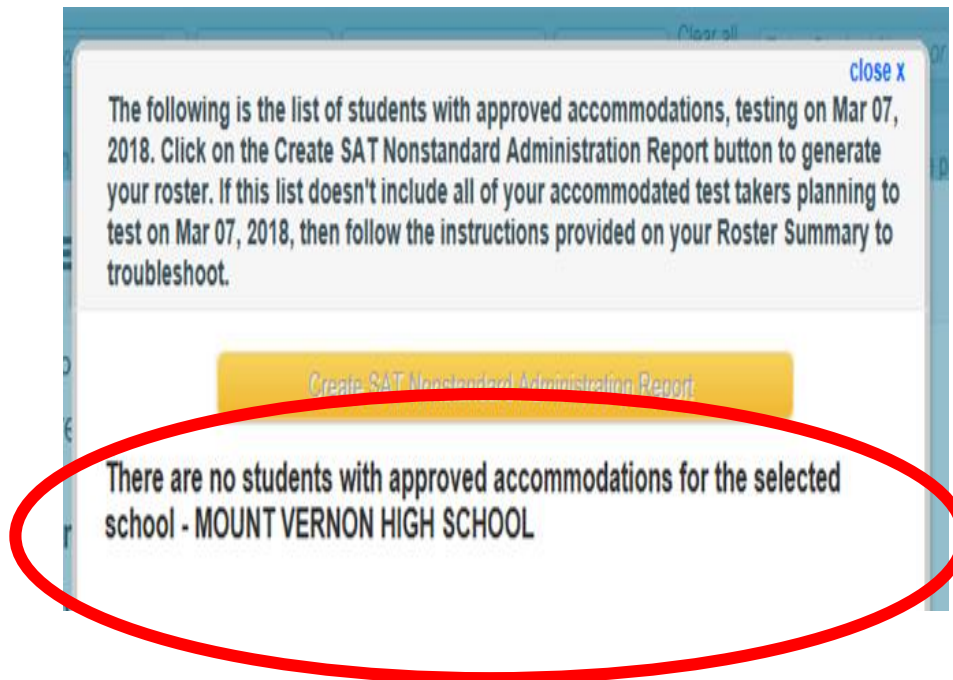
Managing Students on the NAR

- When generating the NAR, one of the following scenarios will occur:
 - There are no students approved for accommodations
 - All students with approved accommodations match a student registration from the CSDE-provided January 30 Pre-ID file.
 - There are students with approved accommodations with a matched student registration AND students who are approved but did not match a registration from the CSDE-provided Pre-ID file.



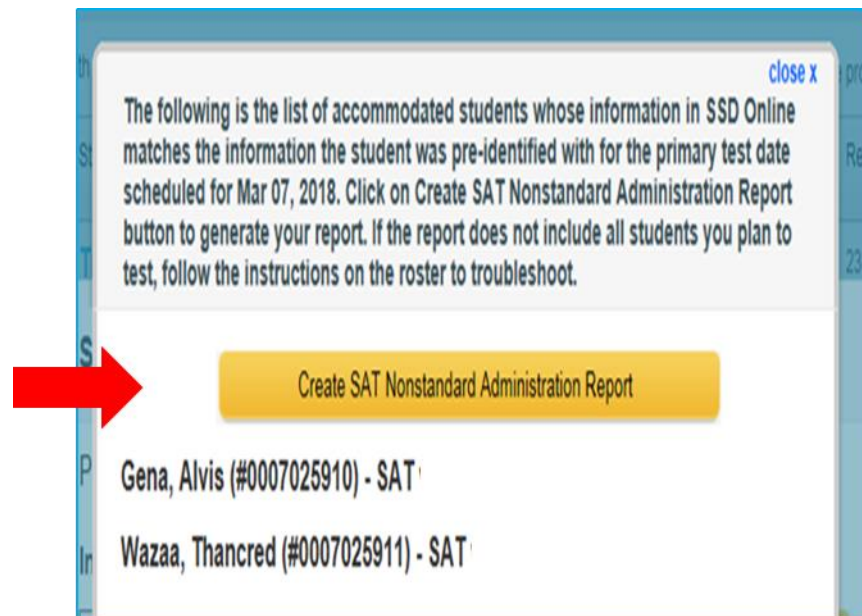
Managing Students on the NAR – No students approved

In the situation where a school has no students approved for accommodations, the SSD Coordinator will get the following message when running the NAR.



Managing Students on the NAR – All students listed

- When all students with approved accommodations in SSD Online match to the student Pre-ID information provided by CSDE, SSD Coordinators will see a list of students, with their College Board SSD#.
- The SSD Coordinator will click the “Create SAT Nonstandard Administration Report” to generate the report for printing.

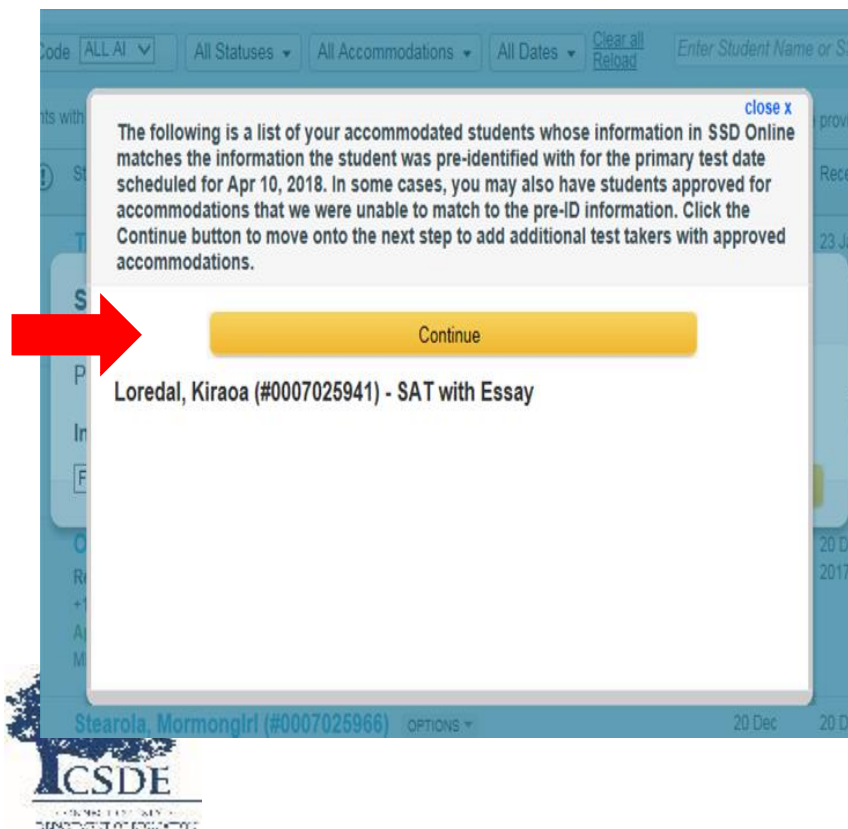


Managing Students on the NAR – Mix of matched and unmatched students

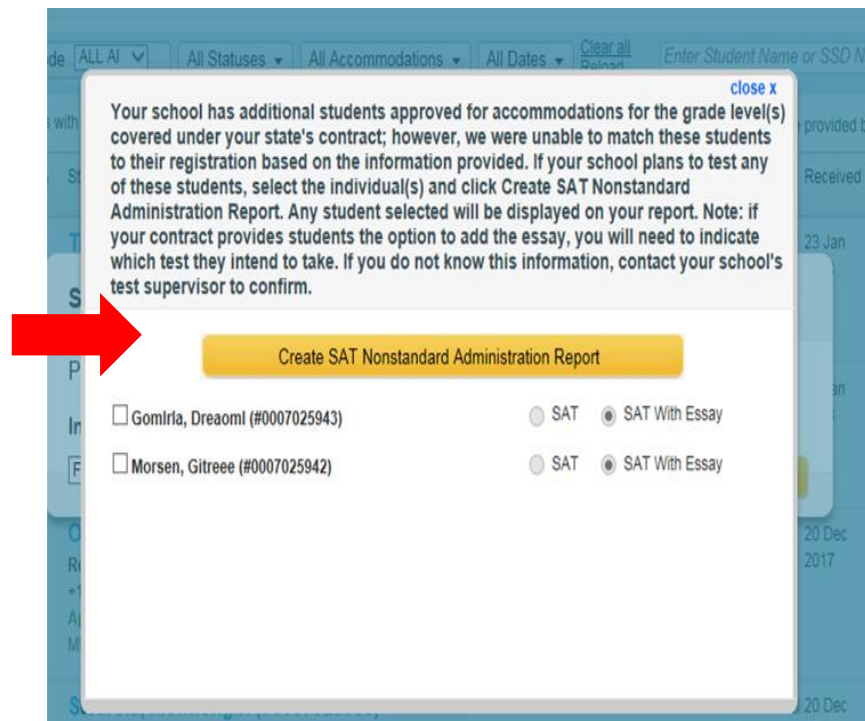
- It is possible that not all students with approved accommodations will match to the CSDE-provided Pre-ID information. Common reasons for this include:
 - Students that transfer to your school after January 30
 - Students whose information in SSD Online is too different from what was provided by CSDE.
- When this happens, SSD Coordinators will follow a two step process to generate the NAR.

Managing Students on the NAR – Mix of matched and unmatched students

- Step 1: View list of matched students and click “Continue”
- Step 2: Select the additional students that will be testing and their test type. Select “Create Nonstandard Administration Report” to generate the NAR.



The screenshot shows a web interface for managing students. At the top, there are filters for 'Code' (ALL AI), 'All Statuses', 'All Accommodations', and 'All Dates'. A 'Clear all' button and a 'Reload' button are also present. A search bar labeled 'Enter Student Name or SSD N' is on the right. A modal window is open, displaying a message: 'The following is a list of your accommodated students whose information in SSD Online matches the information the student was pre-identified with for the primary test date scheduled for Apr 10, 2018. In some cases, you may also have students approved for accommodations that we were unable to match to the pre-ID information. Click the Continue button to move onto the next step to add additional test takers with approved accommodations.' Below the message is a yellow 'Continue' button. A red arrow points to this button. Below the button, a list of students is shown: 'Loredal, Kiraoa (#0007025941) - SAT with Essay'. At the bottom of the modal, there is a footer with 'Stearola, Mormongirl (#0007025966)' and 'OPTIONS'. The background shows a sidebar with various navigation options and a date '20 Dec 2017'.



The screenshot shows the same web interface as the previous one. The modal window displays a message: 'Your school has additional students approved for accommodations for the grade level(s) covered under your state's contract; however, we were unable to match these students to their registration based on the information provided. If your school plans to test any of these students, select the individual(s) and click Create SAT Nonstandard Administration Report. Any student selected will be displayed on your report. Note: if your contract provides students the option to add the essay, you will need to indicate which test they intend to take. If you do not know this information, contact your school's test supervisor to confirm.' Below the message is a yellow button labeled 'Create SAT Nonstandard Administration Report'. A red arrow points to this button. Below the button, a list of students is shown with checkboxes and radio buttons for test type selection: 'Gomirla, Dreaoml (#0007025943)' with 'SAT' and 'SAT With Essay' options, and 'Morsen, Gitree (#0007025942)' with 'SAT' and 'SAT With Essay' options. The background shows the same sidebar and date '20 Dec 2017'.

Best Practices: Using Your Roster

- Create your roster in Excel or Word format.
- This allows you more flexibility to sort and print your rosters for your staff.
- You should also create testing room rosters after assigning students to testing rooms. Room rosters should be provided to Associate Supervisors on test day.
- **Your roster is an important record-keeping document — make a copy of your annotated roster and keep it on file for 6 months following the test. You will return the original with your answer sheets.**

Best Practices: Using PSIS to Create Your Roster

The district PSIS coordinator will need to follow these steps to print a roster:

1. log into the PSIS Registration Module;
2. click on the Downloads Link; and
3. select Active Registration and click on Download.

The file will show all of the students actively registered in the district and can be sorted by grade.

Before the Test

Prepare Your School

Prepare Yourself

Build Your Lists

Plan Your Space

Plan Your Staff

Build Your Schedule

Prepare Your Students

Prepare Your Materials



Allocate Rooms for Testing

Use enrollment of eligible students to estimate rooms needed.

- Fewer than 35 students can be tested with one staff member in room.
- Large rooms are acceptable if the layout will permit secure testing of large groups.
- Use separate rooms for standard testing, students testing with College Board-approved accommodations and students testing with SAAs.



Refer to “Section A: Preparing for Connecticut SAT School Day Testing” in your manual.



Testing Room Requirements

Testing rooms must have:

- A working clock visible to students
- Proper lighting
- Proper ventilation
- Proper seating
- Removal or cover-up of instructional materials (e.g., maps, charts) on test day



Review the testing room requirements in “Plan Your Space” section in your manual.

Seating Requirements

- Chairs with backs, facing the same direction
- Chairs aligned in rows, with unimpeded access
- Students separated by 4 feet on all sides (measured from center of desk)
- Large, smooth writing surface (at least 12 x 15 inches)



Refer to the Testing Manual for sample seating charts.

Unacceptable Seating Arrangements:

- Study carrels
- Lapboards
- Booths or tables with partitions/dividers

Best Practices: Selecting Rooms

- Select separate hall or wing of school for testing, if possible.
- Ensure access to rest rooms.
- Consider the school's schedule of classes and choose larger classrooms where more students can test (to minimize reassignment of nontesting students).
- Recommended size — between 25 and 34 students.
- Review the master student list and NAR to determine the number of testing rooms you will need. Some accommodations on the NAR require testing in separate rooms.
- If you choose a large room, such as a cafeteria or auditorium, remember that students cannot face each other.

Before the Test

Prepare Your School

Prepare Yourself

Build Your Lists

Plan Your Space

Plan Your Staff

Build Your Schedule

Prepare Your Students

Prepare Your Materials



Estimating Staffing

Balance resources.

- Each school should plan for one Test Supervisor and one SSD Coordinator.
- Additional staffing needed depends upon the size of the cohort testing, the number of testing rooms and the number of students in each room.
 - Start with 1 Associate Supervisor per room.
 - Add 1 Hall Proctor for every 5 rooms.
 - Add Room Proctors if needed.

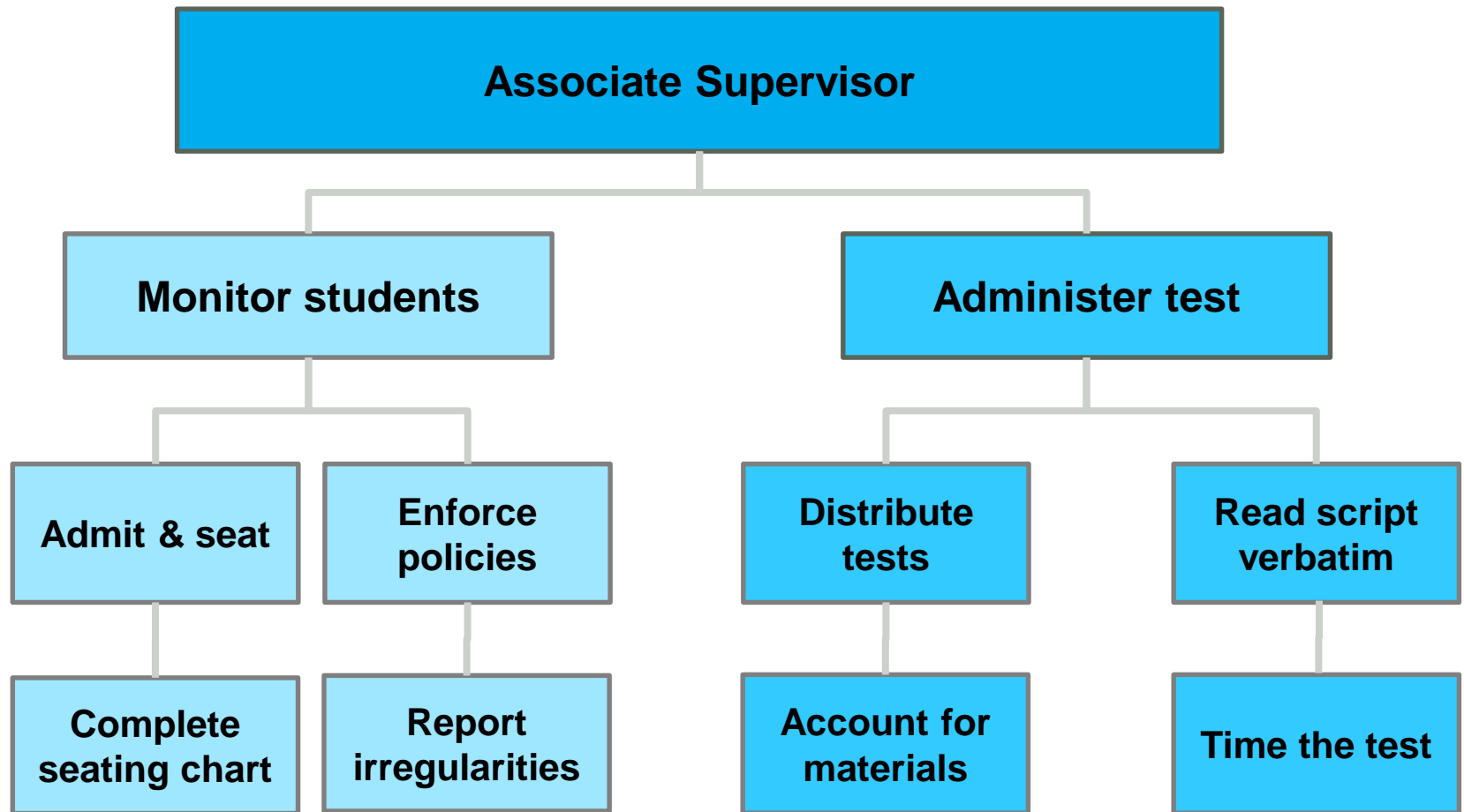


Refer to “Plan Your Staff” section in your manual.

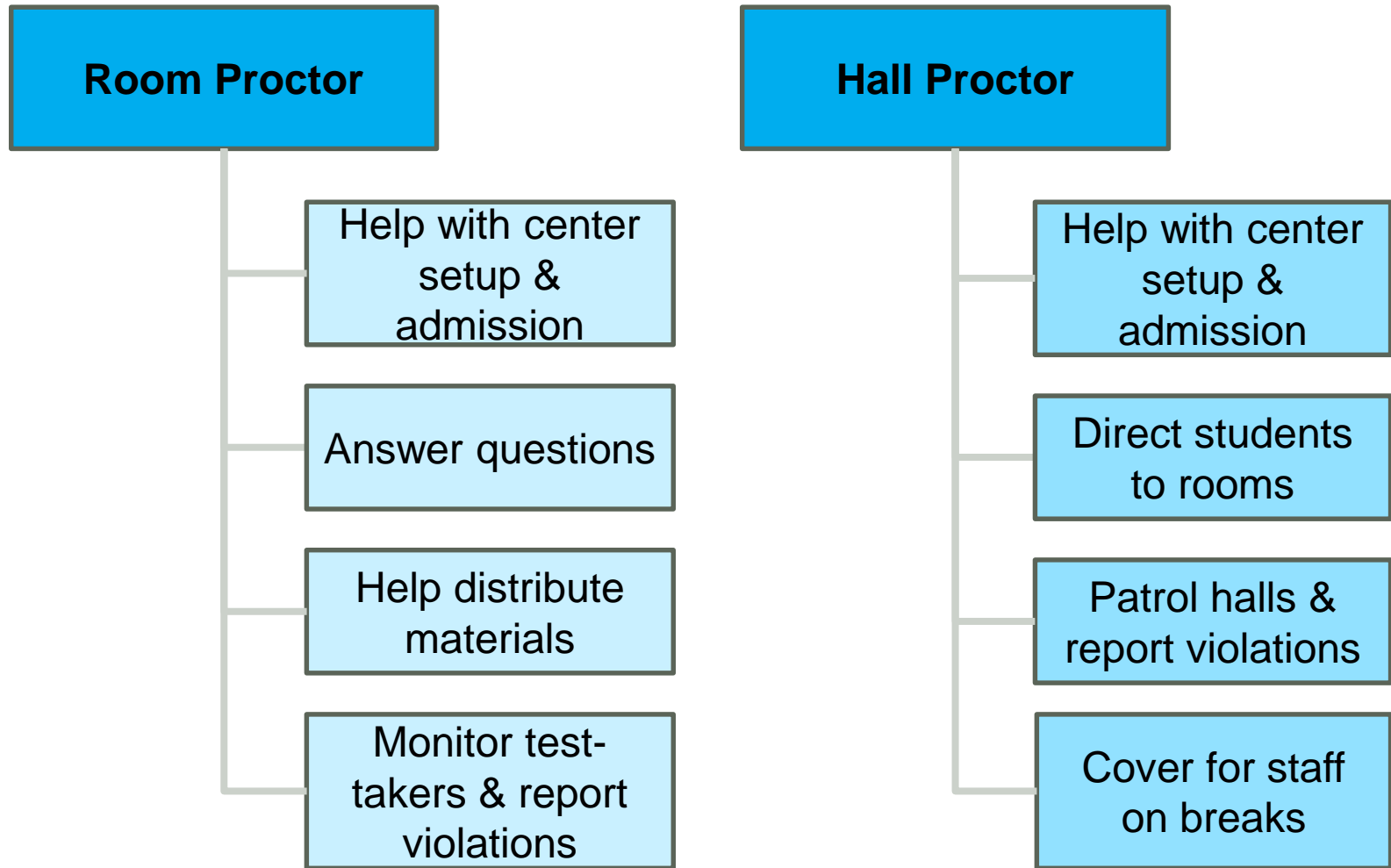
Staff Roles and Responsibilities

<u>Role</u>	<u>Responsibility</u>
Test Supervisor	Supervise all phases of exam
Backup test supervisor	Assumes the responsibility of the test supervisor on test day if he/she is unable to perform their duties.
SSD Coordinator (for students on the NAR)	Requests accommodations for students and supports the Test Supervisor to oversee accommodated testing.
Associate Supervisor	Administer exam in the testing room
Room Proctor	Assist Associate Supervisor
Hall Proctor	Monitor students outside the testing room

Associate Supervisor Responsibilities



Proctor Responsibilities



Review Staffing Guidelines

SAT® Testing Staff Agreement

SAT

Test Center Name: _____

Test Date: _____

Test Center Number: _____

All test center staff must affirm that they:

- Have read and understand the relevant SAT® Program manual, including, but not limited to, the pages setting forth conditions under which SAT Program tests must be administered and the information on staff qualifications and conflict of interest restrictions;
- Understand and agree that all SAT Program tests, and all the questions contained in them, are the property of the College Board and protected by copyright law;
- Understand and agree that copying, reproducing or removing any materials from any SAT Program test book is illegal, and persons taking such actions will be prosecuted by the College Board;
- Are not prohibited by any law or regulation from working with minors or on school property;
- Are not engaged in any private SAT test preparation that is conducted outside the auspices of their school or district and for which they receive compensation above and beyond the terms of their employment as a teacher or other professional employee with the school or district, and will not engage in such activity for the remainder of the current school year. (The teaching and normal review of course content, including test familiarization, that is part of regularly scheduled school course work is acceptable.)
- Have not taken any SAT Program test within 180 days of the above test date;
- Do not have a member of their household or immediate family ("related student") taking an SAT Program test on the above test date at any test site. In such instances, the related student's scores are subject to cancellation.**

All staff, including supervisors, associates, proctors and hall proctors, must sign below to indicate their acceptance of these provisions. Staff who violate any of these terms will be subject to disciplinary action, such as, but not limited to, being barred from administering future College Board tests. Complete this form prior to the test administration.

Position (check box that applies)	Name (please print)	Signature
<input type="checkbox"/> Test Center Supervisor or SSD Coordinator		
<input type="checkbox"/> Assoc. Supv. <input type="checkbox"/> Proctor		
<input type="checkbox"/> Assoc. Supv. <input type="checkbox"/> Proctor		
<input type="checkbox"/> Assoc. Supv. <input type="checkbox"/> Proctor		
<input type="checkbox"/> Assoc. Supv. <input type="checkbox"/> Proctor		
<input type="checkbox"/> Assoc. Supv. <input type="checkbox"/> Proctor		
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<input type="checkbox"/> Assoc. Supv. <input type="checkbox"/> Proctor		
<input type="checkbox"/> Assoc. Supv. <input type="checkbox"/> Proctor		

Continued on back.

- General responsibilities of each position
- Review the Testing Staff Agreement
- All staff must sign the Testing Staff Agreement form

Planning for Staffing Needs

The following staff may **not** administer the CT SAT School Day:

- Those employed by an outside test-prep company.
- Those who have taken the SAT within 180 days of the administration date.

New this year - Those who have a household member or child taking the SAT at any site on the same date may not handle test materials or have access to test materials prior to the test, BUT may be a proctor on test day.

Use the Manual to Train Staff



Supervisor Manual “Train Your Staff”

- Maintaining security in the testing room
- Seating policies
- Calculator policies
- General responsibilities of each position
- Using the correct testing materials
- Equipping the testing room
- Testing room forms and reports



Testing Room Manual Timing charts and Checklists for preparing to test



Testing Room Manual: Testing scripts for appropriate rooms



Before the Test

Prepare Your School

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Set Schedule

You will need to:

- Arrange time for standard testing
- Arrange time for 50% extended time testing
- Arrange time for 100% extended time testing
- Plan an additional hour for administrative tasks after testing.

***Important – Bus schedules may need to be adjusted
periods must be scheduled after testing completes.***



Standard Testing Room Timing

SAT Sections	Time (in minutes)
Reading	65
Break	10
Writing and Language	35
Math (no calculator)	25
Break	5
Math (with calculator)	55
Book collection	15
Total (hours, minutes)	3h, 30m

Non-Standard Testing Room Timing



	Reading	Writing and Language	Math–No Calculator	Math–Calculator	
Script 1 Standard Time (Nonstandard Room)	65 minutes	35 minutes	25 minutes	55 minutes	3 hours, 15 minutes
	10 min. break		5 min. break		
Script 2 Standard Time with Extra Breaks	33 minutes	35 minutes	25 minutes	28 minutes	3 hours, 25 minutes
	5 min. break			5 min. break	
	32 minutes			27 minutes	
	5 min. break	5 min. break	5 min. break		
Script 3 50% Extended Time One-Day Testing	49 minutes	53 minutes	38 minutes	42 minutes	4 hours, 57 minutes
	5 min. break			5 min. break	
	49 minutes			41 minutes	
	5 min. break	5 min. break	5 min. break		
Script 4 100% Extended Time	65 minutes	70 minutes	50 minutes	55 minutes	6 hours, 20 minutes
	5 min. break			5 min. break	
	65 minutes			55 minutes	
	5 min. break	5 min. break	End Day 1		
Script 6 MP3 Audio Users	65 minutes	58 minutes	50 minutes	55 minutes	7 hours, 10 minutes
	5 min. break	5 min. break		5 min. break	
	65 minutes	57 minutes		55 minutes	
	5 min. break	End Day 1	5 min. break		

Extended Time Students and Lunch

- + **50% Extended Time Reading/Entire Test**

Assuming an 8:30 start time for testing. Students will be complete with all testing just before 1:30 pm. During the testing time, students will receive four 5-minute breaks for which we encourage students (or the school to provide) to bring snacks until after testing.

- + **100% Extended Time Reading/Entire Test**

Testing will take place over two days. The first day of testing, assuming an 8:30 start time will end around noon. Thereby allowing for a standard lunch break. The second day of testing, similarly will be done before lunch.

- + **50% Extended Time for Mathematics Test**

Assuming an 8:30 start time for testing. Students will be complete with all testing just after 12:30 pm, allowing for a lunch period after testing. However during the testing time, students will receive four 5-minute breaks for which they can bring snacks to eat until the test is complete.

- + **100% Extended Time for Mathematics Test**

Assuming an 8:30 start time for testing. Students will be complete with all testing just before 1:30 pm. During the testing time, students will receive four 5-minute breaks for which we encourage students (or the school to provide) to bring snacks until after testing.

Set Schedule – Late Arrivals



Set protocol for late testing, if allowed. Refer to “Admit Students to the Testing Area” section in your manual:

- If you have a late-arrivals room, late testing should start no more than 45 minutes after testing has begun in the other testing rooms.
- The associate supervisor must close the door to the late-arrivals room before other testing rooms begin their first scheduled break.
- Ensure that testing in any late-arrivals room begins early enough to end before your normal school dismissal time.

Other Arrangements to Make

- Set aside secure storage for testing materials
- Designate an area for test-takers to assemble before and after testing
- Ensure minimal distractions on test day:
 - No bells or fire drills
 - No announcements over the loudspeaker



Before the Test

Prepare Your School

Prepare Yourself

Build Your Lists

Plan Your Space

Plan Your Staff

Build Your Schedule

Prepare Your Students

Prepare Your Materials



Prepare Your Students

- Distribute the SAT School Day Student Guide received in your preadministration shipment to students as soon as possible.
- Share information with students about Khan Academy for free, personalized, online SAT practice at satpractice.org.
- Meet with students in advance of test day to go over important information such as when and where to report, what to bring and what not to bring on test day.
- Encourage students to talk with their parents and think about the colleges and scholarship programs where they might like to send their SAT scores.
- Share CSDE Parent Letter and FAQ with parents (on CSDE web site).



Before the Test

Prepare Your School

Prepare Yourself

Build Your Lists

Plan Your Space

Plan Your Staff

Build Your Schedule

Prepare Your Students

Prepare Your Materials



Prepare Your Materials – Shipments

- Your school will receive a number of shipments related to your test administration.
- It is important to note that each shipment may come in multiple boxes and that materials for students testing with accommodations will arrive separately from standard materials.

Spring 2018 Testing Materials



	PSAT™ 8/9		PSAT™ 10		SAT™		
	Standard Room	Accommodated Testing Room	Standard Room	Accommodated Testing Room	Standard Room	Accommodated Testing Room	Accommodated Students Testing with State-Approved Accommodations
Test Book							
Answer Sheets							
Supervisor Materials							
Recording and Monitoring Materials							

Shipment	Contents (Not Exhaustive)	Delivery
Supervisor Planning Kit	Sample manuals and test day forms, posters	Week of 2/5
Preadministration: Materials	Answer sheets, instruction booklets for students, student guides, all manuals	Week of 3/5
Preadministration: Pre-ID Labels	Labels for each student pre-ID'd at your school.	Week of 3/5
Test Materials	Test books, extra answer sheets, return kits	Week prior to test day



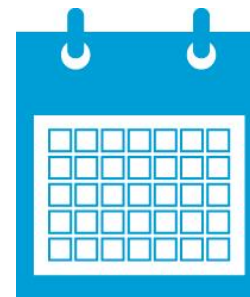
Receiving Test Materials

When you receive your test materials, you must ensure that they are kept secured and locked with limited access.

- Before storing, check that you have enough:
 - **Purple** books for standard testing
 - **Blue** books for nonstandard testing on the NAR
 - **Lime** books for Connecticut State Allowed Accommodations (SAA)
- All materials will arrive to the attention of the Test Supervisor. Materials for students testing with accommodations will arrive separately from standard materials.

Keeping Test Materials Secure

- Alert your school office staff that the shipment is arriving in the week prior to testing.
- Have a locked storage area ready, with:
 - Limited access
 - A secure lock
- **Do not remove any testing materials from the center without the consent of CSDE and OTI.**
- If you are a test center offering weekend SAT testing, keep School Day materials separate from weekend testing materials.



See “Prepare Your Materials” section of the Supervisor’s Manual.

Using the Shipping Notice

SHIPPING NOTICE

Destination:
JANE DOE
SAT SUPERVISOR
NEW YORK CHARTER HIGH SCHOOL
YORK CHARTER HIGH SCHOOL
1234 SMITH LANE
NEW YORK NY10026
USA



Origin:
Distribution Center
PO Box 77435
225 Phillips Blvd.
Ewing NJ 08628
USA

Phone No: 951-358-1741

E1 Order #: 2915097

Program Name: SAT
ID Number: 05651
Test Date / Type: 10/15/2015
Shipment Type / MMYYYY: INITIAL 242015

COLLEGE BOARD / SAT PROGRAM

Check serial numbers against shipping notice to ensure that the correct materials have been received.

Order Number: SA05013584
Drop Shipment Recipient ID:

Box ID	Item ID	Item Description	QTY	Serial No. Range
8239208	779830	SAT SCHOOL DAY UPS Express Ctn/AS/PEM Label K	2	4295408 - 4295409

Check the test date to ensure that you use the correct materials for testing, especially if you are also a weekend SAT test center.

Checking Test Materials

- Keep materials **shrink-wrapped** until test day.
- Use your roster as a source to:
 - Check quantities.
 - Make sure you have enough test books for students listed on the Roster and NAR.

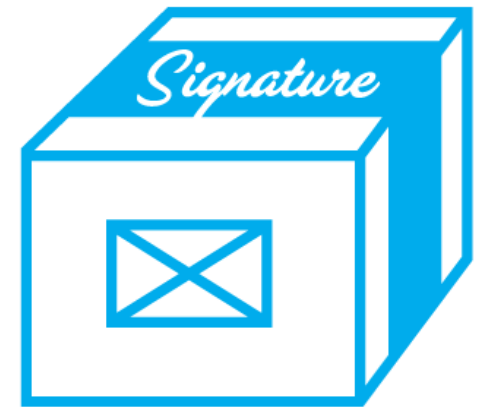


See “Prepare Your Materials” section of the Supervisor’s Manual.

Securing the Test Materials

After you check your materials:

- Reseal the cartons with the tape provided.
- Sign your name across the tapes.
- Lock them in a secure storage area.
- Check materials daily and report any tampering.



When to Call for Assistance

Have not received materials the Friday before the test...

- Missing standard materials call the College Board School Day Support and choose option 2 for Test Materials Questions.
- Missing nonstandard materials call the College Board School Day Support and choose option 3 for the SSD Office.

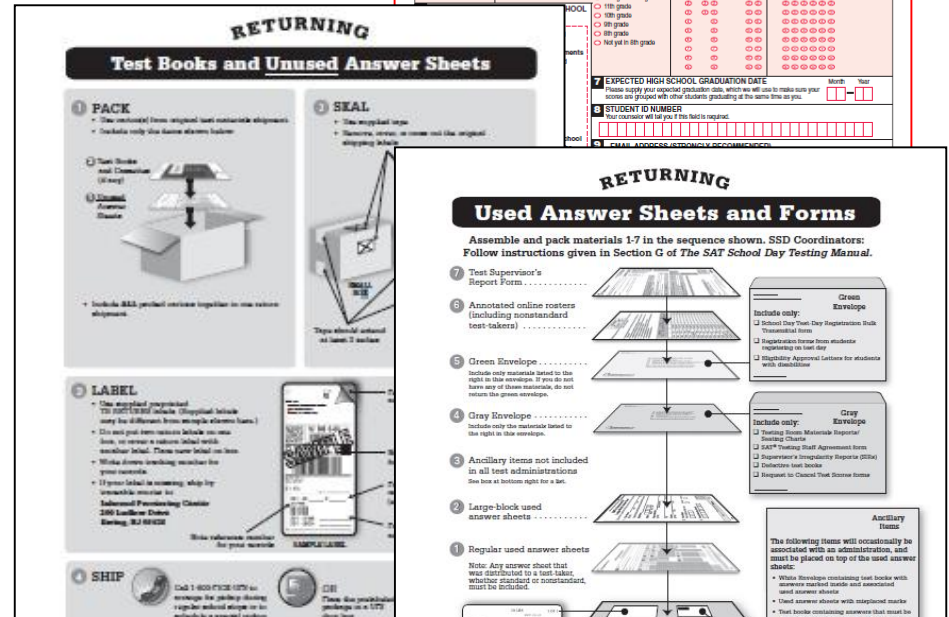
Tampered, damaged, or materials missing from your shipment.

- College Board School Day Support and choose option 2 for Test Materials Questions.

 *See the inside front cover of your manual for contact information.*

Check your packing list for other materials.

- [illegible]



Best Practices: Receive and Store Test Materials

- Work with the school facilities staff to arrange a storage area that is secure.
- Start putting together kits for your Associate Supervisors, including:
 - Manual
 - Flyers and poster for room
 - Forms
 - Extra No. 2 pencils
- Do not allow students or unauthorized staff access to the test materials.

What is a Preadministration Session?

The preadministration session allows students to complete the following activities directly on their answer sheet, saving time on test day:

- Fill out select personal information fields
- Select up to four colleges or scholarship programs to send their SAT scores

23 Student Identification															
<input type="radio"/> Student ID No.								<input type="radio"/> Social Security No.							
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9

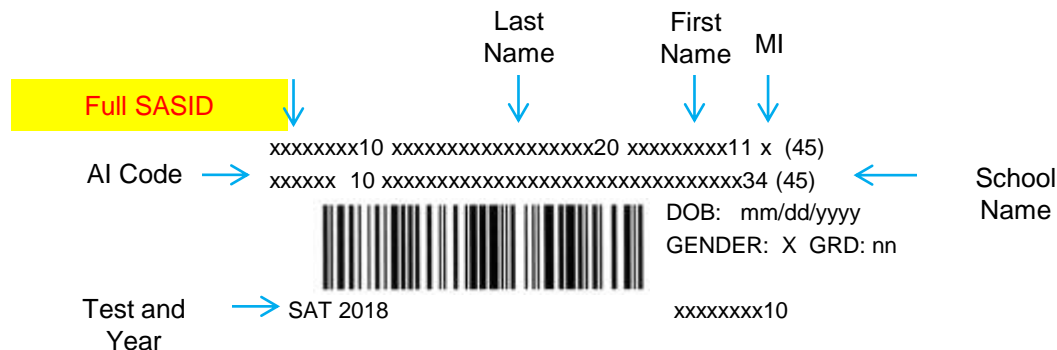
22 Score Reporting															
1				2				3				4			
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9

Did you know that colleges are looking for students just like you?

Remember to send your scores to colleges you are interested in applying to!

Pre-ID Labels

- Students in PSIS prior to January 30 will receive a pre-ID label for their answer sheet. The label contains their state assigned student ID (SASID) which they will need when completing their answer sheet.
- Students without pre-ID labels should be instructed to follow directions for gridding their personal information on their answer sheet. Schools should be prepared to provide them with their CSDE state assigned student ID number (SASID).



Verifying Information Pre-ID Labels

- If the first name or last name listed on the label does not correctly reflect the student's name, please do not use the label.
- If any other information is incorrect, including DOB, SASID or school information, the label should be applied.
- Information included on the pre-ID labels is based on data in PSIS. If errors are identified, please contact your District PSIS Coordinator so that PSIS can be updated with the correct information.
- If you receive incorrect labels or labels for students no longer enrolled in your school, or for students participating in the CTAA, please shred or destroy these labels in a secure manner.

Preadministration Session

- Schedule a session ahead of test day. If students to allow your students to fill in student background information and request their four free scores sends.
- Affix pre-ID label to front of student answer sheets before the session.
- You will need the following to conduct your session:
 - Answer sheets with Pre-ID labels affixed
 - Blank Answer sheets
 - Student Answer Sheet Instructions
 - SAT School Day Student Guides
 - The testing manual containing preadministration instructions and scripts



Preadministration Session



Those conducting the session will need to use the scripts in the SAT School Day Standard Testing Manual or the SAT School Day Accommodated Testing Manual under the heading “Conducting the Preadministration Session.”

- Some students who take the test may be absent for the preadministration session. The two testing manuals (for standard testing and accommodated testing) include instructions for assisting students to complete the student information and score sends on test day.
- Students can add or change their four free score sends on test day.



During the Test

Test-Day Schedule and Procedures

Suggested Time	Activities
6:45 a.m.	<ul style="list-style-type: none">• Staff arrival• Facility preparation
7 a.m.	<ul style="list-style-type: none">• Review staff assignments and room assignments• Distribute materials to staff• Sign necessary forms
7:15 a.m.	<ul style="list-style-type: none">• Staff report to their rooms• Prepare for student arrival

Best Practices: Distributing Materials

- The day before test day, complete testing room packets for each room including test materials and fill out the name of each Associate Supervisor and serial numbers on the Testing Room Materials Report.
- You may want to use large clear plastic tubs to contain the test materials for distribution to each Associate Supervisor.
- Keep test books sealed in the plastic wrapping until test day.



See the “Assemble Testing Room Packets” section of the Supervisor’s Manual.

Admitting & Seating Students

- Schools can plan for either a centralized check in or room check in.
 - If your school utilizes a central check-in, you'll check in each student against your room roster before sending them to an assigned room.
 - If your school utilizes room check in, Associate supervisors will check in students as they arrive to their assigned testing rooms.

DO NOT allow students to select seats.

- The Associate Supervisor has 2 choices:
 - Randomly assign seats OR
 - Pre-assign seats before admitting students.

Marking the Rosters

					P=present A=absent M=moved X=no entry
Last Name	First Name	M.I.	Date of Birth	SSD/Student ID Number	
1 Jones	Anita		3/5/2000	09090909	P
2 Smith	Terry	O	10/15/1999	10101010	A
3 Ramirez	Juan	J	2/15/2000	54545454	P
4 Brown	Robert		9/1/2000	0007024797	P
5 Szymanski	Ella		8/12/2000	0007025799	P
6 North	Adrian		11/30/1999	0007025788	P
7					

- Write the letter “P” next to each student who is present.
- Later, when consolidating rosters, write the letter “A” next to absent students.
- Add any missing students including student name, date of birth, and SASID at the bottom of the roster and check the appropriate columns.

Admitting New or Transfer Students

Students who began attending your school after the first registration file was submitted on January 30, may still be permitted to test if you meet the following requirements:

- Check your materials to see if you have enough materials to accept new or transferred students eligible for School Day testing. You cannot borrow materials from other schools.
- If you have enough materials and space to test these students, you will need to:
 - Have the students complete all fields on the answer sheet, including their State Assigned Student ID (SASID).
 - Ensure the student is accurately reflected in PSIS

Otherwise, test these students on the make-up test date.



Changing Students to Nonstandard or Standard Testing

- Students who have last-minute approval for accommodations
 - Students may need to change from a standard testing room to a nonstandard testing room.
 - If you have enough books, and the student doesn't need a nonstandard format of the exam, you can move the student to the nonstandard testing room.
- A student who opts not to use his or her approved accommodation must provide a written note signed by the student's parent or guardian. The note must be included with a completed SIR when returning test materials.
- Mark student absent on standard roster, and add him or her to the nonstandard administration report or vice versa.

Best Practices: Admitting Students

- Split admission tables up by alphabetical order, and post signs indicating where students should go for admittance.
- Create “room slips” to give students as you check them in to the center. This helps room supervisors quickly identify whom to admit.
- Pre-plan where to assign unregistered students.
- Pre-plan where to assign late students.

Managing the Breaks



- Break time is not part of testing time — the “clock stops” after the timed section ends.
- Cell phones and any other electronic devices **are prohibited** at all times during testing, including breaks.
- Associate Supervisors must secure materials during breaks.
- Students should not converse during breaks.

Best Practices: Managing Breaks

- Tell students exactly what time they must be back in their seats.
- If possible:
 - Designate nearby rest rooms for the use of testing students only.
 - Do not allow non-testing students in the hallways near the testing rooms.
- Monitor halls:
 - Do not allow students to converse in the halls.
 - Use of electronic devices of any kind is prohibited.
- Monitor restrooms:
 - Ensure that hall proctors patrol hallways and monitor restrooms during scheduled breaks.



Preventing Theft of Test Materials

In the testing room:

- Keep materials out of the reach of students.
- Never ask students to distribute test materials.
- Make sure that no one copies, removes, or photographs any part of the test materials.
- Never leave test materials unattended.

Counting and Distributing Test Materials

The Associate Supervisor must:

- Keep materials out of the reach of students.
- Count test books:
 - Before distributing
 - After distributing
 - Before dismissing students
- Distribute test books in serial number order.
- Account for all materials on the Testing Room Materials Report.



“Get Started” section of the Testing Room manual.

Count Test Materials 6 Times



Supervisor

- 1 When delivered to school
- 2 When distributing to Associate Supervisors

- 6 When collecting from Associate Supervisors

Associate Supervisor

- 3 When receiving

In testing room:

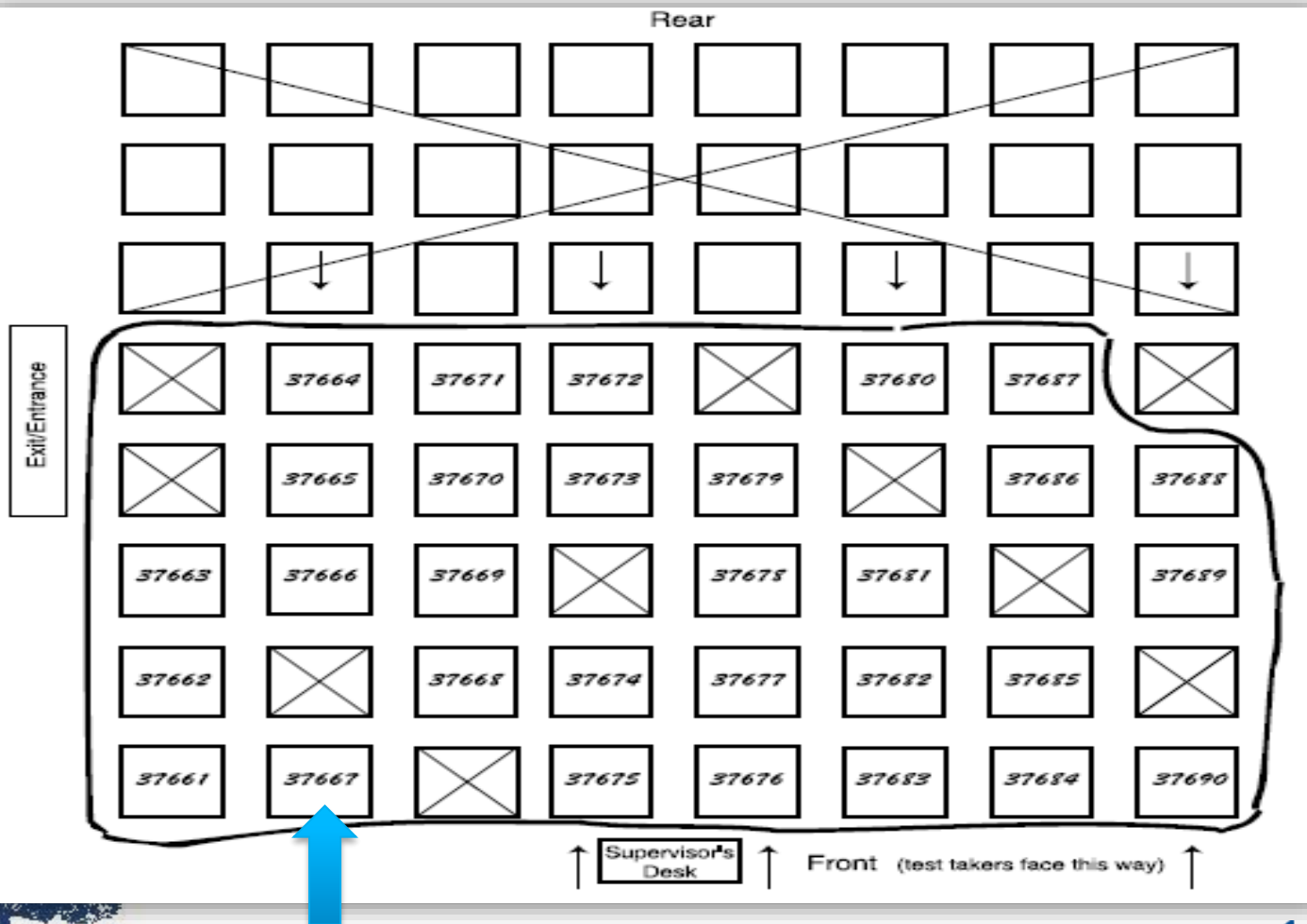
- 4 After distributing to students
- 5 Before dismissing students

Associate Supervisor's Use of Forms

Train your staff on the use of the following forms:

- Room Roster
- Testing Room Materials Report with seating chart
- Supervisor's Irregularity Report form (SIR)
- Request to Cancel Scores form

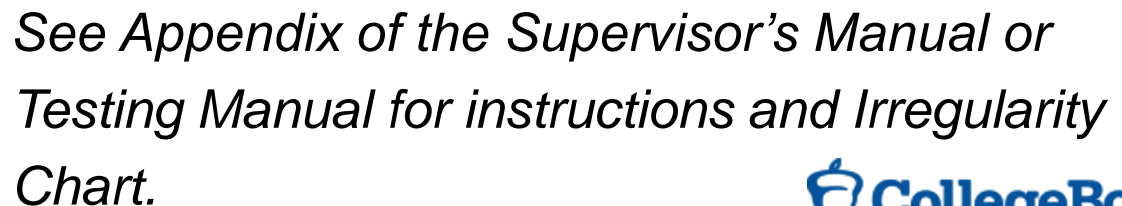
Associate Supervisor's Notations on the Testing Room Materials Report



The seating chart is found on the back of the **Testing Room Materials Report**.

Use to record any unexpected issue in the testing room or center.

- Interruptions
- Shortage of materials
- Student illness
- Misconduct
- Defective testing materials
- Prohibited items
- Some issues may need immediate attention and a call to CSDE or SAT School Day Support.



SAT Request to Cancel Test Scores Form

Reminders:

- Each Associate Supervisor should have copies of this form.
- If a student becomes ill, the Associate Supervisor must sign the form and record it on the SIR.
- Students have up to the third school day after test day to cancel scores.



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SAT

SAT® Request to Cancel Test Scores
Fax: 610-290-8978

Use this form only if you wish to cancel scores for the SAT or SAT Subject Tests™. Complete this form and give it to the Associate/Room Supervisor before you leave the testing room. You may cancel scores after you leave, but your request must be received no later than the Wednesday following your test day. If you are testing on a day other than a published weekend administration date, check with the room supervisor for the deadline that applies to you.

Completing and submitting this form will cancel ALL scores for ALL tests taken on the day in question, except in the event that your calculator or CD player malfunctions while you are taking an SAT Subject Test in Mathematics or a Language with Listening Test. In the case of equipment failure you will be allowed to cancel scores for a single SAT Subject Test. You must have communicated the equipment malfunction to the room supervisor during the Mathematics Test or the Language with Listening Test.

Once we receive your cancellation request, we cannot reinstate your scores, and they will not be reported to you or to your designated institutions.

TEST-TAKER: PLEASE PRINT

Last Name: _____ First Name: _____ M.I.: _____
Address: _____ City: _____
State: _____ Country: _____ ZIP/Postal Code: _____
Registration Number: _____ Date of Birth: _____ Sex: _____
Test Center Number: _____ Test Center Name: _____
City: _____ State: _____ ZIP/Postal Code: _____

Please cancel my: _____ SAT _____ All SAT Subject Tests _____ Single SAT Subject Test (equipment failure)*
**I tested in: _____ October _____ November _____ December _____ January
_____ March _____ May _____ June _____ Other (give date)

Test-Taker's Signature: _____ Date: _____

* Request to cancel test scores for equipment failure must be signed by the Associate/Room Supervisor.
** If this is a makeup test, check the month you registered for.

**IMPORTANT: ASSOCIATE/ROOM SUPERVISOR ACTION REQUIRED FOR CANCELLATION
BECAUSE OF EQUIPMENT FAILURE OR SUDDEN ILLNESS.**

If this is a cancellation because of sudden illness or cancellation of a single SAT Subject Test score due to equipment failure, you must note this on the Supervisor's Irregularity Report (SIR) and signify this action by signing below:

I noted this cancellation on the SIR: _____ Associate/Room Supervisor's Signature: _____
(required for single Subject Test cancellation or sudden illness)

TEST-TAKER: If submitted after test day, your request **must be received no later than 11:59 p.m. U.S. Eastern Time on the Wednesday** following your test day. If you are testing on a day other than a published weekend administration date, check with the room supervisor for the deadline that applies to you. Fax your **signed** request to: 610-290-8978, or send by overnight mail to SAT Program, Score Cancellation, 1425 Lower Ferry Road, Ewing, NJ 08618.

College Board, achieve more and SAT are registered trademarks of the College Board.
SAT Subject Tests is a trademark owned by the College Board.

08211-15005 • 7713E200 • Printed in U.S.A.
770517

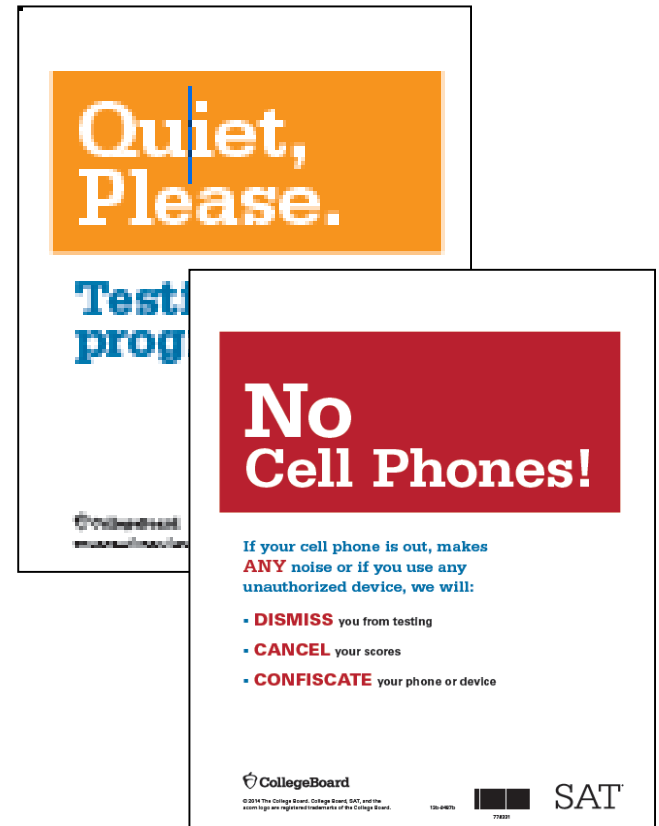
Preparing Rooms

Staff should have:

- Test books (in serial number order) and pre-labeled answer sheets
- Copy of roster and/or NAR with pre-assigned testing room assignments
- The correct testing manual for their room

Staff should post the:


- “Quiet, Please” flyer on testing room door
- “No Cell Phones” flyer prominently



Preparing Rooms

Staff should post on the board:

- Date
- AI Code
- High School Name and City
- Room Number
- Start Time
- End Time
- Reminder to use No. 2 pencils
- Reminder not to use a pen or mechanical pencil

A hand is shown on the right side of the image, holding a white chalk and writing on a green chalkboard. The text on the board is written in white chalk.

Today's Date: mm/dd/yyyy
AI Code: #####
High School Name, City
Room Number: ###
Start Time: hh:mm
End Time: hh: mm

USE A NO. 2 PENCIL ONLY.

DO NOT USE A PEN OR MECHANICAL PENCIL.

Testing Students

Associate Supervisor must:

- Read the scripts verbatim to students.
- Watch for common student infractions:
 - Use of cell phone
 - Attempts to copy
 - Attempts to remove test materials
- Never leave room/test materials unattended.
- Secure test materials out of reach of students.



See “Testing in the Standard Room” section of the Testing Manual or “Testing in the Accommodated Room” in the Accommodated Testing Manual.



Before Dismissing Students

- Collect answer sheets and test books **in the same order they were distributed:**
- Verify each student's identifying information:
 - Check the pre-ID label applied to the answer sheet.
 - Check page 1 of each answer sheet for completeness.
 - Check that written and bubbled information match.
- Account for all materials:
 - Verify by count.
 - Verify by serial number.
- Do not dismiss students until **all test materials have been accounted for.**

Testing Room Materials Report

- Fill in the date, center number, room number and type, and Associate Supervisor's name.
- Indicate the number of test books and serial number range(s).
- Use form on back cover of Testing Manuals.

Part 1: Account for test materials issued to you as supervisor of a testing room.

Part 2: Complete the seating chart to record how test books were distributed in the room or section(s) of a large room.

At the end of testing:

- Complete all information on the front of this report in Part 1 (blocks 3 and 4) and sign it in block 1.
- Return this report, including any additional seating charts (for sections of a large room), to the test center supervisor or SSD coordinator if testing students listed on the NAR.

1 TESTING ROOM INFORMATION

TEST DATE: 10/16/13

TEST CENTER NUMBER*: 99-999 ROOM NUMBER: A ROOM TYPE: ☒ Standard ☐ Nonstandard

* SSD coordinators: Enter your 6-digit school number.

Please print and sign your name below to indicate that the information you have provided on this form is accurate to the best of your ability.

ROOM SUPERVISOR:

Arabella Supervisor

Name (please print)

Arabella Supervisor

Signature


Part 1 — Accounting for Test Materials

2 TEST BOOKS RECEIVED	QUANTITY	SERIAL NUMBER RANGES
Total number of test books received:	28	<u>002441</u> to <u>002468</u> ____ to ____ ____ to ____ ____ to ____

Best Practices: In the Testing Room

- Mark the serial numbers on the Testing Room Materials Report during the first test section.
- Have extra No. 2 pencils in every testing room.
- Ensure a working clock is visible to students and is readily available, if needed.
- If consistent with your school rules, make a plan for collecting students' cell phones before testing starts and returning them at the end of testing.
- On test day, remember to have students fill out Form Code ID, Test ID, Test Book Serial Number and Testing Room Code in the "Complete on Test Day" section on the back of the answer sheet.

Nonstandard Administration Report (NAR)


2018 SAT® School Day Nonstandard Administration Report (NAR)

Date Generated:
School Code:
School Name:

Primary Test Date:

January 26, 2018
472289
FRANK W COX HIGH SCHOOL
2425 SHOREHAVEN DR
VIRGINIA BEACH, VA, 23454-1749, US
April 10, 2018

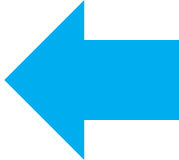
This report provides detailed information for students with approved accommodations who will take the SAT School Day test starting on April 10, 2018. Use this report as a planning tool to identify the number of test rooms, staff, and schedule for the test. Plan to print copies of the report prior to test day and distribute to staff responsible for administering the test in the testing rooms.

The report is organized into the following sections:

- **Section 1** - Students who must complete their test on April 10, 2018
- **Section 2** - Students who may complete their test during the accommodated testing window. Testing can begin as early as the primary test date and can extend through the timeframe listed in your supervisor manual.

You must **complete the fields below and return the roster with the completed answer sheets**. If you experienced issues during the administration, please refer to the irregularity chart in your *SAT School Day Supervisor Manual* to determine if a Supervisor Irregularity Report (SIR) should be submitted.

Testing Supervisor's Name: _____
Testing Supervisor's Signature: _____
Telephone Number: _____
Email Address: _____



- Supervisors will complete the first page of the NAR and sign the form after testing.
- Return the completed NAR in white accommodated testing envelope with used answer sheets in answer sheet return shipment



Monitor Testing

Check for Prohibited Devices & Aids

PROHIBITED DEVICES	PROHIBITED AIDS
Cell phones or smart phones, smart watches, wearable technology	Pens, highlighters, mechanical or colored pencils
Audio players/recorders, tablets, laptops, notebooks, or any other personal computing devices	Books, dictionaries, or references of any kind
Separate timers of any type (watches or other device with a timer)	Compasses, rulers, protractors, or cutting devices
Cameras or any other photographic equipment	Notes, pamphlets, or papers of any kind, including scratch paper
Any devices, including digital watches or smart watches, that can be used to record, transmit, receive, or play back audio, photographic, text, or video content	Earplugs Calculators used during a section that does not permit calculator use.
	Unacceptable calculators that have typewriter-like keypads, use paper tape, make noise, or use a power cord

Equipment and Materials Allowed in Testing Room

- Equipment must be battery operated and must not require a power cord.
- Calculators are NOT allowed on desks except during the Mathematics Calculator section.
- Snacks and drinks must be packed out of sight in the testing room and can be consumed only during breaks. Snacks must be outside of the testing room and away from test materials wherever possible.
- No. 2 pencils
- Test book can be used for scratchwork.

Calculator Policies

- Only battery-operated, handheld equipment can be used for testing. No power cords are allowed.
- Calculators permitted during testing include:
 - Most graphing calculators (these are listed in the manual)
 - All scientific calculators
 - All 4-function calculators (not recommended, however, is the only calculator approved as an accommodation on the “no calculator” section.)

Calculator Policies

- Test-takers can also bring backup equipment and extra batteries.
- Test-takers cannot share calculators.
- A “No Calculator” symbol appears at the top of the Math With No Calculator section, in which calculators are not allowed.
- Seat any test-takers using a calculator with large characters (one inch high or more) or raised display that might be visible to other test-takers in a location where other test-takers cannot view the large or raised display.



Best Practices for Handling Electronic Devices

- If your school already collects phones and electronic devices for testing, we encourage you to continue using the methods that work for you and your students.
- If you do not currently collect students' electronic devices, here are some suggestions:
 - Instruct students to disable alarms and power off cell phones when they enter the testing room.
 - Collect students' cell phones and wearable technology in a basket/envelope/bag before testing begins.
 - Give students sticky notes and/or smaller envelopes to label their items with their name.
 - Collect labeled items from students once they're seated.

Issues on Test Day

The test manual details the different testing irregularity scenarios that may arise on test day and how to handle each one. Please contact Michelle Rosado at the CSDE at 860-713-6748, if you are not sure what to do.



Reporting Testing Incidents

- Report all incidents or issues on the Supervisor's Irregularity Report (SIR) form.
- All reports should be complete and explicit.
- The person reporting the incident should include his or her own contact information.
- If you are noting a group irregularity, include the testing room code if one has been assigned and include the names of the involved students on the last page of the irregularity report.

3. INDIVIDUAL IRREGULARITIES INFORMATION:
Fill in the circle in front of each case that applies. Use the COMMENTS section on page 3 to describe all events and actions taken.

7a. Test-Taker Information:

Name: _____

Gender: ☐ Male ☐ Female

Action Taken: ☐ Warned ☐ Dismissed ☐ None

Did test-taker complete testing? ☐ Yes ☐ No

7b. Issue Information:

Check-In Issue:

- ☐ Test-taker had questionable/unacceptable ID
- ☐ Test-taker arrived late and was admitted to test
- ☐ Test-taker arrived late and was turned away
- ☐ Test-taker not on roster/did not have Admission Ticket
- ☐ Test-taker refused to turn off cell phone
- ☐ Test-taker had no paperwork for nonstandard accommodations
- ☐ Test-taker turned away because he/she was school-based letter
- ☐ Test-taker was changed from standard to nonstandard room with approved accommodations letter
- ☐ Test-taker waived nonstandard accommodations

Defective Materials Issue (Test Book, A/S, Tape, CD):

- ☐ Smudged/bled through
- ☐ Missing pages
- ☐ Torn pages
- ☐ Missing pages
- ☐ Pages requested
- ☐ Pages stuck together
- ☐ Blank pages/CDs
- ☐ Missing pages/CDs
- ☐ Incorrect divisions
- ☐ Duplicate missing serial numbers
- ☐ Serial number in wrong spot
- ☐ Other _____

Test Center Staff Issue:

- ☐ Staff behavior was distracting
- ☐ Staff distributed incorrect material
- ☐ Staff gave incorrect instructions
- ☐ Staff did not give breaks
- ☐ Staff gave incorrect, unapproved or no accommodations
- ☐ Staff did not announce remaining time

Test Center Environment Issue:

- ☐ Problems with lighting, temperature, noise, etc.

Test Admin Issue:

- ☐ Test-taker misplaced/misread answers
- ☐ Test-taker recorded answers in book
- ☐ Test-taker needed second answer sheet
- ☐ Test-taker became ill
- ☐ Test-taker had a CD player or calculator malfunction
- ☐ Test-taker impersonated another test-taker
- ☐ Test-taker worked after time called _____ Minutes
- ☐ Test-taker worked on wrong section _____ Minutes
- ☐ Test-taker used an unauthorized aid (e.g., dictionary)
- ☐ Test-taker left early/left without permission
- ☐ Test-taker gave or received help
- ☐ Provide other test-taker's name in COMMENTS section on Page 3
- ☐ Test-taker used a cell phone/prohibited device, or it made noise
- ☐ Test-taker removed or attempted to remove test materials
- ☐ Test-taker Serial # _____
- ☐ Test-taker obtained improper access to testpost of test
- ☐ Test-taker failed to follow any other test administration regulations
- ☐ Test-taker damaged test, causing testing to start/end late
- ☐ Test was overfilled ☐ 3-4 minutes
- ☐ Test was underfilled ☐ 3-7 minutes
- ☐ Other _____ ☐ 8 minutes or more

4. TEST QUESTION AMBIGUITY INFORMATION:
Fill in the circle in front of each case that applies. Use the COMMENTS section on page 3 to describe the test-taker's concerns.

☐ No correct answer ☐ Wording is ambiguous ☐ Other _____

☐ More than one correct answer ☐ Not enough information to answer question

Test-Taker's Name: _____

Test-Taker's Email Address: _____

Test-Taker's Mailing Address: _____

Serial #: _____ Test Section #: _____ Test Question #: _____



Page 2

Supervisor Irregularity Report (SIR)

You may need to contact CSDE or SAT School Day Support depending on the incident.

Irregularity Chart

How to handle irregularities

Irregularity	What you should do	How to fill out the SIR
Test Site Issues		
Test site closing/ cancellation of testing  Call CSDE immediately.	<p>In the event of a storm, power failure, or other emergency that requires cancellation before test day:</p> <ul style="list-style-type: none">▪ Notify your principal or district.▪ Notify campus/building security.▪ Notify students of the cancellation.▪ Don't attempt to use the test materials you have on-site. Secure them for earliest possible return.▪ Order makeup materials as soon as possible.	<p>Explain circumstances and impact of issue and section(s) affected.</p> <p>Bubble Page 1, Section 6—"Disturbance/Interruption."</p> <p>Include a list of students affected.</p>
Interruption  Call CSDE immediately whether resolved or not.	<ul style="list-style-type: none">▪ Provide clear instructions for student safety.▪ Direct students not to talk or use electronic devices.▪ Collect test books and answer sheets, if necessary. Ensure that the room is locked if everyone must leave.▪ Monitor students if they must leave the testing room. Keep them together in a group and do not allow them to go to their lockers.▪ If you're able to resume testing, ensure that materials and students were properly monitored, and continue testing where each room left off. Timing should be paused, and no extra time may be given.▪ If testing must be canceled:<ul style="list-style-type: none">– Don't attempt to use the test materials you have on-site. Secure them for earliest possible return.– Order makeup materials as soon as possible.– Notify students that they will be taking a makeup test.	<p>Note the source, length, and impact of the interruption and the section(s) affected.</p> <p>Bubble Page 1, Section 6—"Disturbance/Interruption."</p> <p>Fill in the number of affected students in 6a and the testing room code in box 6b. If the entire school is affected, note this in the Comments; otherwise, if no testing room code is available, list the individual students and their answer sheet litho codes.</p>



See Appendix in all three manuals for the Irregularity Chart

Best Practices: Monitoring Testing

- Make plans for staff breaks ahead of time.
- Arrange for how staff can communicate with you.
- Collect room rosters at a prearranged time so that you can consolidate them before testing ends.
- Follow rules from the manual for break time and clearly convey them to students and staff before test day.



After the Test

Reporting Tasks

After the exam, you should:

- Complete all appropriate reports and forms.
- Retain copies of all documents related to the administration for 6 months after the test, in particular SIR forms, attendance rosters and tracking numbers.

A Chart of Forms to Return

Form Name	Purpose	Filled Out by
Supervisor's Report Form (SRF)	Records the number of used answer sheets.	Supervisor
Testing Room Materials Report (TRMR)	Records information about the test materials that were used in the testing room, the seating chart and staff/proctors assigned to room.	Associate Supervisor
SAT® Testing Staff Agreement	Lists terms and conditions you agree to abide by as an SAT testing staff member.	All Staff
Supervisor's Irregularity Report Form (SIR)	Records information about any irregularities that occurred during the test, or any questions about test items.	Supervisor or Associate Supervisor

A Chart of Forms to Return, cont.

Form Name	Purpose	Filled Out by
Score Cancellation Form	Used to request cancellation of test scores on test day or no more than 3 school days after the test.	Test-Taker
Master Student List or Room Rosters	Contains information about test-takers who were absent or present for the test, as well as about unregistered test takers.	Supervisor or Associate Supervisor
NAR	Contains information about students approved for accommodations .	SSD Coordinator

What To Do With Materials Chart



See the Appendix in the Supervisor Manual for a chart describing which materials you should keep, which you should return and which should be destroyed.

KEY INFORMATION

What to Do with Materials

HOW TO HANDLE TEST MATERIALS AFTER TESTING IS COMPLETE

Test Materials	Return	Keep Copies for Your Records	Destroy
Used answer sheets	Yes - in answer sheet return shipment	No	No
Used answer sheets (regular and large block) for students listed on the NAR	Yes - in white Accommodated Testing Envelope in answer sheet return shipment	No	No
Unused answer sheets	Yes - in test book return shipment after makeup testing is complete	No	No
Answer sheets with demographic information or label but no item responses (absentee)	No - unless used for makeup testing	No	Securely store until makeup testing, then securely destroy after makeup testing is complete
Unused pre-ID labels (if applicable)	No - store securely if needed for makeup testing	No	Yes - securely destroy after makeup testing is complete
Answer sheet instructions	No	No	Yes - after makeup testing is complete
Test books (used and unused, standard and alternate test formats)	Yes - in test book return shipment (s)	No	No

Supervisor's Report Form (SRF)

**SUPERVISOR'S REPORT FORM (SRF)
FOR SCHOOL-DAY SAT® TEST SUPERVISORS**
MUST BE RETURNED WITH USED ANSWER SHEETS
Print and fill in the appropriate circles on this form. Use a No. 2 pencil only.
For details on this process, please refer to your manual.

SAT

1 TEST CENTER INFORMATION

School Name: Our High School

Address: 123 Main Street

City: Anytown, State: 12345

2 ACTUAL TEST DATE

Month: APR Day: 11 Year: 2017

3 SCHEDULED ADMINISTRATION MONTH

☐ October
☐ February
☐ March
☒ April
☐ May

For Makeup:
Bubble the originally scheduled exam month.

4 MAKEUP EXAM

☐ This is an SRF for a makeup exam. Please review test 3 to ensure that you have correctly marked the month originally scheduled for this exam.

5 TEST CENTER REPORT

6 SAT

7 SAT WITH ESSAY

8 TOTAL USED ANSWER SHEETS RETURNED

Count by hand. The used answer sheets and record quantities in boxes 6, 7, and 8.
(a) Used Large-Block Answer Sheets (INCLUDE sheets that are improperly gridded or defective) + 5
(b) Used Regular Answer Sheets (INCLUDE sheets that are incorrectly gridded or defective) + 311
(c) Total Count of Used Answer Sheets Returned (a+b) = 316

9 Are you submitting a Supervisor's Irregularity Report?

☒ No
☐ Yes

10 TEST CENTER SUPERVISOR'S SIGNATURE

The total used answer sheets returned have been hand counted. The information above is accurate to the best of my knowledge.

Signature: Sally Supervisor
Date: 4/11/2017

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- When testing has concluded, the test supervisor is required to count the number of answer sheets and record the number on the SRF.
- This form is scanned and must be completed using a No. 2 pencil.
- You cannot make copies of this form.
- A sample form is included in the supervisor's manual.
- Make sure you have your six-digit AI code available when completing this form.

Best Practices: Reporting

- Obtain any missing signatures (such as on the TRMR) when staff turn in their room materials.
- Instruct staff to return test books in order by serial number.
- Have staff wait until you have counted the materials before returning to their regular duties.



Return Critical Materials

Returning Materials

For SAT, you will receive two sets of return materials:

- One for all standard and nonstandard students who finish testing on the primary administration.
- One for students testing in the two-day accommodated window
- Standard and nonstandard materials can be returned together this year.
- New materials will be sent for the makeup test.



Packing Answer Sheets

- Answer sheet return bags/boxes will have two labels pre-applied: a colored label and a UPS shipping label.
- Refer to your supervisor's manual for detailed directions on returning answer sheets.
- Used answer sheets and other materials needed for scoring from the primary School Day test date must be returned the day after the test.
- Keep unused answer sheets until after the makeup administration. This includes answer sheets that already have demographic information and/or a pre-ID label but not item level responses (absentees).



UPS
Label



Colored
Label



Packing Test Books

49332 200 LUDLOW DRIVE EWING NJ 08638 53 LBS 10H-1

SHIP TO:
TRIPPERMAN 08473
200 LUDLOW DRIVE
EWING NJ 08638

RS

NJ 086 0-04

UPS GROUND
TRACKING #: 1Z 014 7WW 90 7690 0326

RETURN TO SENDER

STEP 1 BOX _____ OF _____

STEP 2 CTR NAME: _____

STEP 3 - CENTER #: _____

- Reuse the boxes your test materials arrived in to return test books
- Loose UPS labels will be included in the shipment with the header “TB Returns”
- Be sure to look for these labels when receiving your materials and set them aside. They may shift to the bottom of the box during shipment.

Instructions for Returning Materials



Detailed instructions for packing and returning answer sheets and test books will be included in the Supervisors manual.

Returning Used Answer Sheets and Forms

1. Pack

Use the pre-labeled white return box/UPS Express Pak that came with your test materials to pack in the order shown.

Supervisor's Report Form (SRF)

Annotated Master Student List

Gray Envelope

White Accommodated Testing Envelope

Ancillary items, if any

Regular used answer sheets

Gray Envelope Contents

- Testing Room Materials Reports
- SAT School Day Testing Staff Agreement form
- Supervisor's Irregularity Reports (SIRs)
- Defective test, MP3s, or ATCs
- Request to Cancel Test Scores forms

White Accommodated Testing Envelope Contents

- NAR (required for scoring)
- Used answer sheets (standard or large-block) for students listed on the NAR
- Test books for students approved to write answers in their test books, clipped to corresponding transcribed answer sheets
- Scratch paper, computer pages, or braille pages, all clipped to the corresponding answer sheets
- Defective test books for students listed on the NAR, clipped to corresponding answer sheets

Possible Ancillary Items

Place any of these items that apply on top of the regular used answer sheets:

- Used answer sheets associated with an irregularity, clipped to an SIR
- Used answer sheets with misplaced marks, clipped together by student
- Test books containing answers that must be transcribed (due to insufficient or defective answer sheets)

2. Ship

- Keep answer sheets flat; do not damage the edges or use rubber bands, tape, or staples.
- Do not wrap answer sheets in anything.
- Do not cover preapplied labels with another label or place another label on the same box.
- Note the UPS tracking number (center of the label—sample at left) for your records.
- Fill in the colored portion of the label (sample at right) with your school name, number, and address.
- Print box number and total number of boxes being sent (e.g., Box 1 of 2) on the label (sample at right).

If you're returning more than one box of materials, box 1 should include all of the forms and envelopes, along with any answer sheets that fit. Place any remaining answer sheets in subsequent boxes.

NOTE: Supplied labels may be different from samples shown.

Returning Test Books and Unused Answer Sheets

1. Pack

Use carton(s) from original test materials shipment and include only the items shown.

- Used and unused MP3(ATC) formats, if any (Place in original packaging.)
- Used and unused test books
- Unused answer sheets

Include all packed cartons together in one return shipment and clearly mark them as a set (e.g., "Box 1 of 2").

2. Seal

Use supplied tape and remove, cover, or cross out the original shipping labels.

- For small boxes, the tape should extend 3 inches.
- For large boxes, place tape around the perimeter of the box.

3. Label

- Use the supplied UPS return labels from your test book return packet. (Supplied labels may be different from samples shown.)
- Remove any old labels from the box, then place one label on each box. Do not put two UPS return labels on one box. Make sure each label can be clearly read.
- Note the UPS tracking number (starting with "1Z" in the center of the label) for your records.

4. Ship

The day before the test, you'll receive an email with a pickup date, time, and confirmation number. If you don't receive the email confirmation or need to make a change to your courier pickup, contact School Day Support.

Important Notes

- Do not put answer sheets inside test books.
- Make sure the unused answer sheets you are returning have no marks, no bubbles filled in, and no erasures on the test section pages. Answer sheets with a label or gridded student information and marks of any kind in the test sections must be returned as used. Securely store answer sheets that contain preadministration and/or label information belonging to students who missed the test. On the makeup date for the primary test date, these must be carefully distributed to the matching students.
- If your return labels are missing, contact School Day Support.

Test Make-ups

- Students who miss the initial test administration, will be required to take the SAT on the make-up date, April 24 or 25, 2018.
- Schools will request makeup materials through a process similar to last year. Information will be provided before testing regarding access.
- Schools will receive all new materials for the makeup administration. However, keep unused answer sheets until after the makeup administration. This includes answer sheets that already have demographic information and/or a pre-ID label but not item level responses (absentees).

Testing at an off-site location

- Most schools participating in the March 2018 Connecticut SAT School Day will use their schools as their testing location. However, for schools that submitted a request and received approval for an off-site testing location, you may be planning for administrations at more than one location.
- The school AI code is common across all testing locations. Schools approved for off-site testing will receive a unique test center code for each location once they are approved for testing by the College Board. Off-site locations will need to use this code when filling out the SIR or SRF.

Testing at an off-site location

- Materials should only be transported to the off-site location at such time as the off-site test supervisor will be available to accept them and ensure the security of test materials from arrival until their return.
- Test books are shrink-wrapped. For security reasons, do not unseal or open the wrapping around the test books until test day.
- The shipment will include enough Supervisor kits, return materials and manuals to accommodate distribution to each of your off-site testing locations.
- Advance arrangements will be made for you to have a courier pick up the return packages before the end of the test day or, at the latest, by the next school day after the test administration for each testing location.

Test Day Webinar Training

- Test Day training is required for all Test Supervisors and SSD Coordinators.
- TCS and SSD Coordinators must participate in live or online training prior to test day.
- Online training will be posted to the CSDE web site shortly.

Questions?